



PUBLIC NOTICE

VACANCY

BUSINESS MANAGER

The Education & Employment Directorate has a vacancy for a Business Manager. The post holder will be responsible to the Director of Education and Employment for the overall management of the Human Resources, Finance & Procurement and Administration sections. Serves as a member of the directorate's Senior Management Team and assists with the development and implementation of the strategic plan.

Some of the key tasks and responsibilities will include:

- Oversees and leads the business operations of the Education and Employment Directorate, with overall responsibility for Administration, Finance & Procurement and HR sections.
- Lead on strategic Human Resources matters within the Directorate including senior level recruitment, inductions, disciplinary, job analysis, performance appraisal, etc.
- Ensure that the HR policies and practices of St Helena Government are adhered to across the directorate.
- Advise the Director and all managers on the interpretation of the Code of Management, application of rules and regulations relevant to the Public Service.
- Responsible for overseeing the performance appraisal process, providing advice, guidance and training to managers as necessary.
- Responsible for producing relevant and reliable business reports including KPI's and risk management data for the Director, the Senior Management Team and other managers.
- To support the work of the Scholarships Committee in co-operation with the SHG UK Representative and individual students

Applicants should have a grade C or above in GCSE Maths and English, a Diploma in Business/Public/Office Administration or equivalent qualification and an appropriate qualification in Finance, together with excellent intermediate IT skills in Microsoft Word, Excel, PowerPoint Databases and Access Dimensions. The ability to produce clear and accurate written communication is essential. A minimum of 5 years' experience in Administration, Finance and/or Human Resources, working at Executive Officer level or equivalent and a minimum of 2 years' experience in managing staff is also essential.

Salary for the post is in grade E, ranging from £14,138 - £17,673 per annum.

For further details regarding this post and a full job description, interested persons should contact Mrs Wendy Fuller at the Education Learning Centre on telephone number 22607 or (e-mail: wendy.fuller@sainthelena.gov.sh)

The Education & Employment Directorate is committed to safeguarding and promoting the welfare of children and expects all staff to uphold these principles. All appointments are subject to a satisfactory medical check, references and vetting or DBS Disclosure

Application forms which are available from Education & Employment Directorate and Corporate Human Resources should be submitted to the Acting Human Resources Officer at the Education Learning Centre or e-mail wendy.fuller@sainthelena.gov.sh by no later than 4pm on Wednesday 1 November 2017.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Mrs Shirley Wahler, Director, Education & Employment

18 October 2017