



**St Helena  
Government**

# VACANCY

## ADMINISTRATION TEAM LEADER

(Central Support Service)

*Are you a highly motivated individual looking to do something new or difference? Would you like to champion efficiencies to develop an efficient administration service to meet with changing needs of a modern Public Service? If so, this is a new position which forms part of the Administration Team whose role it is to support Portfolios to function properly.*

**Applicants should have the following qualifications and/or equivalent level of experience:**

- Level 3 qualification in a relevant subject—such as Business Administration, Maths, English or ICT or equivalent level of demonstrable attainment or experience
- Experience in using creative skills to make improvements in relation to systems and administrative processes
- Excellent interpersonal skills, able to communicate effectively and professionally at all levels across the Public Service
- Experience in managing and developing staff to deliver an efficient multi-skilled support service
- Excellent time management, planning and organisational skills to meet the demands of the service

**We offer the following:**

**Salary:** £11,034—£13,793 per annum depending on qualifications and experience

**Leave:** 30 days per annum

**Pension:** 15% pension contribution into approved defined contribution pension scheme

**Paid Sickness Absence**

**Flexible working hours scheme**

**Training opportunities**

**Further information** about the duties of the post, interested persons should contact:

Belinda Piek, Administration Manager on telephone number 22494 or email: [belinda.piek@sainthelena.gov.sh](mailto:belinda.piek@sainthelena.gov.sh)

**Job Profile** and **Application forms** are available from:

Corporate Human Resources or the SHG website at: [www.sainthelena.gov.sh/vacancies](http://www.sainthelena.gov.sh/vacancies). Applications should be submitted through Directors, where applicable, to Clare O'Dean, Senior HR Officer, The Castle or e-mail [recruitment@sainthelena.gov.sh](mailto:recruitment@sainthelena.gov.sh) by no later than **4pm on Tuesday, 10th August 2021**.

**To be considered for this role, you must complete our application form. Failure to do so will mean that your application will not be considered.**

**Please do not submit your CV.**

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. All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.