



Falkland Islands Government – Job Description

Job Title:	Head of Human Resources		
Department:	Human Resources Department		
Reports to:	Director of Policy, Economy & Corporate Services	Responsible for:	2 x HR Advisors/Trainee Advisors 2 x HR Support Officers 1 x Office Manager
Grade:	Grade B	Job Code:	120SM1

Job Purpose

Reporting to the Director of Policy Economy & Corporate Services (DPECS) and working with senior leaders and key stakeholders across the organisation you will be responsible for leading the HR function to shape develop and deliver against people related strategies, and providing high level advice and guidance with a particular focus on learning and development.

Leading on HR related projects you should have a successful history of managing complex change programmes and driving organisational development and people management to build and empower management capacity across FIG and create a sustainable workforce that champions and embraces a culture of change and improvement and ensure overall objectives are translated into effective plans through effective training programmes, coaching and mentoring.

As an experienced leader you will be required to build and maintain effective working relationships, often influencing at the highest level and will require an extensive breadth and depth of knowledge to take ownership of HR systems and effectively manage and maintain oversight of all processes relating to employee relations, compliance, employee engagement including annual cycles, workforce planning and talent management, training and culture. You will need to be proficient in collaborative working, organisational development and design, have a strong background in talent acquisition.

To oversee management of the HR team, providing support, advice and guidance, allowing development of the team, with the provision of regular meetings, personal development plans and opportunities to learn. Empowering the HR team to deliver an effective, efficient and legally compliant human resource service across FIG, which achieves value for money. The post holder will also take the lead responsibility for ensuring engagement across the Directorates for senior managers.

Main Accountabilities

- Providing professional leadership, support and development opportunities to HR staff, in order to increase knowledge, share best practice and ensure relevant professional standards are met, ensure that all direct reports provide effective advice to managers and staff on routine human resources matters.
- In support of the Director develop key people related strategies and processes to build on managers capability and support the delivery of the wider islands plan.
- Manage the execution of the core areas of the HR function in line with the Islands Plan including recruitment & talent acquisition, workforce planning, employee relations, employee engagement, reward and recognition as well as improving HR systems. Ensuring the update and delivery of the objectives of FIG's Human Resources Business Plan and in the promotion and development of the organisation as an employer of choice.
- Work in partnership with managers to implement and embed workforce planning across the organisation.



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- Partner senior managers across the organisation ensuring that managers are empowered to resolve performance, disciplinary, grievances or capability matters and providing support and advice to departments to ensure acceptable levels of individual employee performance.
- Monitor and update on compliance and KPI data on all areas of HR to the Corporate Management Team, Executive Council and Members etc as required.
- Proactively create, build and maintain positive relationships across FIG, influencing others to gain agreement for key changes required. Participating in and driving forward development opportunities for all staff across FIG. Seeking alternative ways of increasing employment of Falkland Islanders in senior posts in FIG.
- Consult with staff and the trade union when appropriate on human resource matters and ensuring managers/supervisors are involved in, and advised on, their role in any human resource process or employee relations intervention.
- Lead on the design and delivery of an in-house training Programme, providing seminars across a breadth of HR matters ensuring that the corporate training plan is delivered annually for managers across human resources initiatives as appropriate empowering managers to develop; and increase their capacity and capabilities.
- Extend the paths available for career progression opportunities, ensuring the continuation of a strong effective mentoring scheme, trainee's schemes and traineeships.
- Identify and support actively the Leadership Essential Programme and deliver alongside leadership coaching to ensure development of individuals across FIG
- Advise on legal obligations of managers in respect of the Employment Protection Ordinance 1989 and other legislation applicable in the Falkland Islands. Monitor and reviewing the effectiveness of the Management Code and to take responsibility for its development evolution and maintained.
- Drive the continuous improvement agenda with a focus on engagement & wellbeing activities, maximising productivity, devolving HR responsibilities to line managers and build leadership capabilities. Participate in specific HR related projects which aim to improve current practice or develop new areas of service.
- Take responsibility for developing the HR data provision in a consistent way ensuring that the team update and produce HR information regularly to support the business.
- Carry out any other duties as reasonably required by the DPECS/Chief Executive which are commensurate to the post and grade.
- Remain visible and approachable to all colleague's and stakeholders. Actively promote the reputation of the Organisation both internally and externally. Display passion, integrity and enthusiasm for FIG's long-term vision.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

A high degree of confidentiality must be maintained at all times.

The post holder is required to understand and demonstrate the ability to work flexibly for the benefit of FIG.



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Person Specification:	Head of Human Resources		
Criteria	Essential	Desirable	Assessment Method
Experience			
5 years post qualification experience in a generalist HR/Personnel role, at least 2 years of which should have been in an L&D role.	✓		A
Experience in developing and delivering people focused strategies to support wider business objectives.	✓		A/I
At least 3 years recent operational experience of dealing effectively with a wide range of HR issues as a HR business partner.	✓		A/I
Substantial familiarity with recent UK employment legislation, best practice employment initiatives	✓		A/I
Substantial recent experience with working collaboratively across functions to support senior managers in the delivery of people management issues.	✓		A/I
Clearly identifiable experience of developing and delivering effective administrative systems, policy development, drafting and implementation, as well as of quality assurance monitoring	✓		A/I
The ability to analyse and review HR data to identify needs and trends, experience in determining, measuring and analysing relevant KPI's	✓		A/I/R
Experience of supporting the delivery of people focused transformational change programmes with a cross-cutting focus.	✓		I/R
Ability to demonstrate good working knowledge of, and proficiency in, applying the following: recruitment and selection advice and techniques, translating policies and procedures in to practical, tangible solutions for managers.	✓		A/I
Clear evidence of experience in negotiating successfully on employee relations matters – not necessarily with full time trade unions – but in challenging and complex employee relations situations	✓		A/I/R
Previous experience of working with an integrated HR/Payroll system	✓		A/I
Experience of designing and delivering training Programmes, sessions and bespoke requirements for groups.	✓		A/I
Experience of job evaluation/pay audit processes/pay gap analysis		✓	A/I



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Skills, Knowledge & Aptitude	Essential	Desirable	Assessment Method
Ability to deliver a high-quality HR service to tight timescales	✓		I/R
Ability to effectively deal with complex issues in a calm and measured manner	✓		I/R
Evidence of excellent inter-personal skills and the ability to develop effective professional relationships with work colleagues, Members, the public and all other service users	✓		P/I
Excellent communication skills including written and verbal.	✓		A/I
Ability to adapt quickly and flexibly to new demands and change and to prioritise work to ensure tight deadlines are met	✓		I/R
Ability to analyse and contextualise information	✓		P/I/R
Proficient in the use of MS Office programmes, especially Excel and Word	✓		A/R
Ability to develop others to enhance employee performance, development and motivation	✓		A/I
Personal Skills/Competencies			
Ability to inspire confidence and trust	✓		I/R
Exceptional leadership qualities	✓		P/I/R
Able to evidence recent use of development tools, coaching and performance management for an HR Team to improve service delivery	✓		R
Personally effective – excellent organisational and time management skills	✓		P/R
Qualifications and Training			
A degree (or equivalent) in a relevant subject	✓		A
Chartered CIPD Member	✓		A
Evidence of recent HR related CPD	✓		A

Method of Assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation