



FIJI HIGHER EDUCATION COMMISSION

JOB DESCRIPTION

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| JOB TITLE | Senior Human Resources (HR) Coordinator |
| DEPARTMENT | Corporate Services |
| DURATION | 3 YEARS |
| EMPLOYMENT STATUS | Fixed term |
| LOCATION | Suva, Fiji |

SCOPE OF THE ROLE

The Senior HR Coordinator responsibilities include overseeing all Human Resources processes including: the recruitment and exit processes (including expressions of interest), developing and implementing organisational policies and procedures, setting and monitoring objectives for the HR team. You will help shape our employer brand strategy. You will also advise the Senior Management Team on issues of human resources as requested or needed.

Ultimately, you will ensure our organisation attracts, hires, develops and retains qualified employees. The position will report to the Senior Manager Corporate Services and will be based at FHEC's office premises in Suva, Fiji.

EXPECTED RESULT AREAS

1. Develop and lead FHEC's employer brand strategy.
2. Lead the development and implementation of HR initiatives and systems that will provide data and provide analysis for the Senior Management Team.
3. Lead the implementation (and propose alternatives if required) of recommendations from the capacity needs analysis report.
4. Ensure that all FHEC staff have current job descriptions as per the HR policy.
5. Create and implement effective on-boarding plans.
6. Lead the review of the performance management system and propose solutions to the Senior Management Team.
7. Manage the disciplinary and grievance issues and process.
8. Ensure that employee records are maintained according to policy and legal requirements.
9. Review employment and working conditions to ensure legal compliance.

10. Set objectives for the HR team and track progress; develop and implement HR annual workplan (including budget).
11. Ensure that the FHEC payroll systems are efficient and functional and is regularly updated and linked to FHEC's Finance systems. This includes ensuring that all updates on all staff contracts are updated onto the payroll & eventually Finance systems.
12. Design and implement organisational policies and procedures that promote a healthy work environment.
13. Oversee the entire recruitment and exit processes (including expressions of interests).
14. Discuss and support employees' career development pathways with senior managers and direct supervisors.
15. Monitor HR metrics (e.g. turnover rates and cost per hire) and provide analysis to the Senior Management Team.
16. Organise and develop learning and development programmes for FHEC staff.
17. Contribute to the FHEC annual business plan, annual reports and other FHEC reports.

Notes: 1. The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.

2. The incumbent is expected to be collaborative, flexible and willing to assist others during peak periods and absences, as required.

Within the context of the Expected Result Areas described above, the incumbent will be required to:

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| Demonstrate Accountability by: | <ul style="list-style-type: none"> • Completing assigned tasks to agreed time-lines. (Guideline for self) • Accepting personal responsibility for the quality of their work and takes all appropriate steps to ensure that intended outcomes are achieved. • Taking personal responsibility for decisions within their delegation. • Acknowledging and correcting mistakes. • Making effective use of their work time. • Is not absent without reason and ensures their work can be covered during foreseeable absences. |
| Support Teamwork by: | <ul style="list-style-type: none"> • Valuing all team members and promotes co-operation and good morale, creating a feeling of belonging. |

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| | <ul style="list-style-type: none"> • Effectively working with people from different cultures and embraces the value that cultural diversity brings to the workplace. • Putting team success ahead of individual success. • Providing support to other team members when it is requested. • Taking charge when necessary to facilitate action or to making a decision but doesn't overstep their authority. • Looking to build their own expertise and share it with others. • Actively contributing to process improvement within the team. |
| Contribute to the organisation by: | <ul style="list-style-type: none"> • Promoting the values of the Fiji Higher Education Commission both internally and externally. • Acting professionally at all times in terms of personal integrity, confidentiality and respect for all colleagues. • Understanding how their work contributes to the success of the organisation in achieving its external strategy and KPIs. • being open in discussion about the ways in which processes can be improved across the Commission or ways in which organisational risks within their areas of expertise can be managed more effectively. |
| Take responsibility for general health and safety by: | <ul style="list-style-type: none"> • Taking responsibility for own health, safety and well-being and actively seeks to ensure the health, safety and well-being of others. |
| <p>Contribute and adhere to FHEC's values on:</p> <ul style="list-style-type: none"> • Commitment to excellence in higher education and training • Commitment to exceptional services when aiding all our stakeholders • Integrity and transparency • Innovation and responsiveness for continued relevance • Lifelong learning for learners • Commitment to our people and their contribution | |

Key Selection Criteria

1. Qualifications in human resource management, business administration and/or related fields or post-secondary qualification and demonstrated experience in related field. A post graduate qualification will be an asset.
2. Proven experience in a HR (and/or related field) role.
3. Proven experience with HR technology, including payroll systems and Applicant Tracking Systems.
4. Extensive knowledge and experience in developing and implementing HR policies, procedures and systems.
5. Advanced user in Microsoft office suite of programs.
6. Outstanding organisational and time management skills.
7. Excellent communication (verbal, written and presentation) and interpersonal skills.
8. Proven experience in problem-solving and decision-making aptitude.
9. Ability to foster healthy employee relations.
10. Experience in adult capacity building approaches, building human resource capital and dealing at macro level with staff issues.
11. Demonstrate a willingness to commit to the values of the Fiji Higher Education Commission.
12. Demonstrated ability to work independently and as part of a small and dedicated team.

Personal attributes

1. Strong ethics and reliability.
2. Self-motivated, pro-active with a positive and professional approach.
3. Ability to lead a small team and encourage creativity and ensure accountability.
4. Ability to work with colleagues to enhance teams' strengths and encourage high performance.
5. Ability to respond positively and adapt to a changing environment to maintain effective performance.

Additional Information:

- A criminal history check will be initiated on the preferred applicant.
- You will be required to undergo a medical check.
- The successful applicant will be required to complete a period of probation.

Financial Authority (Yes/No)

Budget owner: No

Delegated Financial Authority as per FHEC's Delegations Policy: No

Responsible for new employee hire: Support

People Management

Number of Direct Reports: Human Resource Administrator and possibly intern (s)

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others: Induction /
Onboarding/professional development