

**FIJI NATIONAL UNIVERSITY**  
**DIVISION OF HUMAN RESOURCES**

**VISION STATEMENT:**

The University aims to be the premier university for higher education, technical and vocational education and training, research and development in Fiji and the Pacific region, and to be the national centre of excellence in Fiji for all things to do with training and productivity.

**MISSION STATEMENT:**

The University shall provide leadership in all intellectual pursuits in higher education, research and development, and the development and acquisition of relevant and quality technical skills in all trades and soft skills that are necessary for development of nations, businesses, and communities

**1. POSITION DETAILS**

Position : **Workforce Planner**

Incumbent : New Position

Division : Human Resources

Department : Administration

Location : Nasinu

Reports to : Director Human Resources

**2. PURPOSE**

The Workforce Planner position requires the incumbent to work closely with the Director of Human Resources and Consultant Workforce Planning in-order to support the Colleges and Divisions in making human capital decisions. The incumbent will be required to support the delivery of an efficient and effective workforce deployment function which will include delivering human capital strategy and action plans that will help our clients (Colleges/Division) to meet their objective. This role will require a close liaison with the HR Partners and HR Analytics & Technology team in gathering, analysing data and supporting them in the development of staffing models which will reflect the right mix of academic and support positions depending on the student intake per programme and courses taught by a particular academic staff member. The role will contribute to the end-to-end workforce planning and resourcing function, utilising all available resources, packages, and tools.

This is an intermediate level position within the Division and as such the position holder is expected to work with a significant degree of autonomy but seek directions from the Director and Consultant Workforce Planning on key issues surrounding workforce and operations.

### 3. ORGANISATION CHART

Position of Your Immediate Supervisor: Director Human Resources

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting to You	No of Staff Reporting to Them
N/A	N/A

### 4. KEY ACCOUNTABILITIES

<ul style="list-style-type: none"> <li>Update resource plan and generate basic report as and when required.</li> </ul>
<ul style="list-style-type: none"> <li>Assist the Consultant in conducting gap analysis for the Colleges and develop strategic workforce plans.</li> </ul>
<ul style="list-style-type: none"> <li>Collect, clean and categorise staff data for further analysis.</li> </ul>
<ul style="list-style-type: none"> <li>Provide recommendation on how to structure the staffing model and deploy the workforce.</li> </ul>
<ul style="list-style-type: none"> <li>Assist in developing action plans to implement the strategies and measures for assessing strategic progress including recruiting, training/retraining, restructuring, succession planning and technological enhancements.</li> </ul>
<ul style="list-style-type: none"> <li>Provide recommendation on refining reporting strategies to support the strategic workforce plan.</li> </ul>
<ul style="list-style-type: none"> <li>Monitor progress against initiatives implemented, assess for continuous improvement, and adjust the plan to make corrections and address new workforce issues.</li> </ul>
<ul style="list-style-type: none"> <li>Recommend optimal staffing level based on historical data, predictive modelling and scenario-based analysis.</li> </ul>
<ul style="list-style-type: none"> <li>Maintain strong working relationship with key stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>Work closely with the Consultant Workforce Planning in articulating workforce demands for the Colleges and Divisions.</li> </ul>
<ul style="list-style-type: none"> <li>Assist the Consultant Workforce Planning in mapping competencies and position descriptions to career pathing.</li> </ul>
<ul style="list-style-type: none"> <li>Keep an up to date record of conditional contracts.</li> </ul>

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| <ul style="list-style-type: none"> <li>Engage in developing, utilising and maintaining HR systems and controls for tracking HR-related processes and project initiatives. Examples include using UIMS (University Integrated Management System) databases and dashboards to track compensation and benefits data and employment records for planning, reporting and compliance. The position holder will be responsible for the integrity of the HR's data and processes within this department and will ensure seamless flow information through to the other internal stakeholders. This includes working with the HR Analytics &amp; Technology department to ensure that relevant tools and dashboards are developed for internal stakeholder reporting.</li> </ul> |
| <ul style="list-style-type: none"> <li>To undertake special projects assigned by the supervisor from time to time.</li> </ul>   |

**5. KEY CHALLENGES**

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

**6. AUTHORITY LEVEL**

Operating Expenditure .....  
 Capital Expenditure .....  
 Others : .....

**7. QUALIFICATION**

- A recognised degree in HRM, Mathematics, Statistics, or any relevant field

**8. EXPERIENCE**

- Essential: At least 3 years of experience covering various aspects of HR; relevant experience in understanding data analysis and reporting; demonstrated appropriate level of computer literacy with particular proficiency in Microsoft Office and proven ability to quickly learn new computer applications; excellent analytical and written English skills, able to solve complex business problems; work autonomously to achieve goals with minimal supervision.
- Desirable: Post graduate qualification; experience in the tertiary education sector; experience working in an HR department in a university/tertiary institute; experience in working in a large organisation in HR and or management positions; experience in working with HRIS systems and knowledge of legislative requirements.

**9. KNOWLEDGE & SKILLS**

- Drive for Results: Dedicated to achieving the best results by taking a dynamic approach to work, perseveres and uses metrics to analyse performance.

- Inquisitiveness: Desires to know more and understand the reasons for a problem or issue, asks intelligent questions and looks for better ways to accomplish tasks.
- Flexibility: Adjusts easily to change, learns quickly, and understands how internal and external factors impact decisions.
- Business Intelligence: Understands all factors that impact the financial and operational performance of the business.
- Forward Thinking – The ability to anticipate the implications and consequences of a situation and take appropriate action to be prepared for possible contingencies.
- Communication – Able to articulate complex matters and talk professionally with various levels of individuals, demonstrates good listening skills, builds strong relationships, is flexible/open-minded.

## 10. WORKING RELATIONSHIP

<b>INTERNAL</b>	<b>Frequency</b>
Deans, Directors, HOS, HOS, EO's, DHR and the other HR department managers and HR Partners	On a daily basis
<b>EXTERNAL</b>	<b>Frequency</b>
Ministry of Education, FHEC, Industry, Student bodies, NGOs, Government ministries and external Institutions/Universities	Weekly/ Monthly basis