

FIJI NATIONAL UNIVERSITY JOB DESCRIPTION

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position	: HR Partner
Grade	: 5
Incumbent	:
Division	: Human Resources
Department	: Talent Acquisition and HR Partnerships
Location	: Nasinu Campus
Reports to	: Director HR through Manager Talent Acquisition and HR Partnerships

2. PURPOSE

The purpose of this position is to provide HR guidance and advice to College/ Division managers and staff on a wide range of operational and strategic HR matters. Under the direction of the Manager Talent Acquisition and HR partnership, the incumbent will serve as an embedded member of the College/Division leadership team and proactively manage a range of day to day HR matters e.g. recruitment, employment relations, workforce planning as well as provide advice/ support on the implementation of HR processes, policies and procedures.

3. DIMENSION

Budget for (year)	: _____
Total Staff (\$)	: _____
Direct (\$)	: _____
Indirect (\$)	: _____

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Other (\$) : _____

4. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Talent Acquisition and HR Partnerships.**

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

5. KEY ACCOUNTABILITIES

Talent Acquisition

- Coordinate all College/Division level recruitment process (including sourcing, screening, shortlisting, interview, background checks, salary negotiation, onboarding).
- Collaborate with Deans/Directors/PVCs on salary negotiations.
- Ensure all recruitment is in compliance with the University policies, procedures and legal requirements.
- Coordinate and administer workforce planning discussions with clients in regards to the workforce needs as per the salary budget submission to HR Senior Workforce Planner.

Change Management

- Support/facilitate change management activities with approval at HR level and work closely with College/Division management on the implementation of activities to enhance efficiency and effectiveness.
- Conduct assessment to understand the impact of the proposed changes on various departments and individual staff.
- Monitor change management progress and provide feedback.

Operational

- Consult with line management and provide daily operational HR support service to management and staff including advice on terms and conditions of employment, policies and procedures.
- Maintain high level of professionalism and ensure enquiries are responded to in a timely, accurate and helpful manner. Using own judgment to identify complex and/or urgent issues and prioritize these, seeking advice or assistance from HR specialists and/or peers as appropriate.
- Liaise with College/ Division head(s) and the respective incumbent(s) at the HR Compensation and Benefits team to ensure that new recruits, exits and variations to contract are processed accurately in accordance with agreed payroll deadlines. Provide support regarding pay queries and liaise with HR Compensation and Benefits team for any under or over payments.
- Undertake exit interviews when needed, record information and outcomes. Identify causes for concern which arise from this and escalate to Manager Talent Acquisition and HR Partnership as appropriate.

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Administration

- Undertake a full range of HR Administration to a high standard including letters, contracts, variations to contract, pay changes etc. ensuring these are processed accurately and updated with payroll in line with agreed timescales.
- Provide advice for health, safety and welfare activities and casework within portfolio as needed.
- Collate and provide relevant staff information data, answering queries, identifying frequently asked questions and drafting formal responses, scheduling and supporting meetings, note-taking and other general administration support.
- Maintain and audit recruitment files in accordance with agreed standards.

Employee Relations

- Support section head(s) with employee relations issues (conduct, performance, capability and attendance issues).
- Serve as a primary point of contact for employee relations issues, providing guidance and support to College and Division staff.
- Support and provide context on the ER cases to the Employee Relations Advisor as and when required.

HR Systems

- Engage in, utilizing and maintaining HR systems and controls for tracking HR-related processes and project initiatives. Examples include using FNU HR Recruitment Systems, and other 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 & Technology department to ensure that relevant tools and dashboards are developed for internal stakeholder reporting.

Performance Management

- Support the implementation of key HR processes at College / Division level, including performance management, training needs analysis, succession planning, promotion boards and organisation design.

Budget & Reporting

- Prepare and monitor the monthly and annual staffing budget for the respective College/Division.
- Prepare any other reports as and when required.

Other Duties

- Effective collaboration with internal and external stakeholders, as and when required.
- To undertake any other projects assigned by the supervisor from time to time.

6. KEY CHALLENGES

- Provide support to employees and management in dealing with resistance to change management and foster a positive attitude towards change and maintain a good working environment.
- Managing client expectations and maintaining congeniality.
- Effectively managing recruitment against the approved salary budget
- Decision making in an environment of high level of ambiguity.

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- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture as per the University's values.
- Ensuring open, merit based and transparent recruitment.
- Reshape the University workforce to meet the objectives of the strategic plan in an environment of budgetary constraints.

7. AUTHORITY LEVEL

- Operating Expenditure :
- Capital Expenditure :
- Others :

8. QUALIFICATION

- A recognized degree in Human Resource Management, Organisational Behaviour, Psychology, or related discipline.

9. EXPERIENCE

Essential: At least 3 years of experience covering various aspects of HR and/ or administrative experience preferably in a university setting; excellent people skills, excellent written English skills, able to solve complex HR problems; work autonomously to achieve goals with minimal supervision and knowledge of legislative requirements.

Desirable: Post graduate qualifications in a relevant field; experience in a management role with staff supervision responsibilities; 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; member of Fiji Human Resources Institute and experience in working with HRIS systems.

10. KNOWLEDGE & SKILLS

- Ability to advise managers and staff on all HR operational matters (recruitment and selection, training and development, ER/IR, OHS, personnel management) and HR policies and procedures.
- Have the capacity to undertake intensive HR professional qualifications
- Good knowledge of employment legislation.
- Experience in working with HR systems and the ability to generate HR reports for management decision making purposes.
- Experience in working with employees at all levels of a business, with the ability to adapt your approach according to the organisational environment.
- Ability to form relationships at all levels so as to partner successfully with customers and colleagues.
- Excellent client service skills, attention to detail and ability to prioritise work to meet deadlines as they fall due.
- Competent in the use of Microsoft Office Suite including Word, Excel and PowerPoint as well as exposure to HR information systems.
- University experience (desirable)
- Exposure to a union environment is also preferable

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11. WORKING RELATIONSHIP

Internal	Frequency
Manager Talent Acquisition and HR Partnerships/DDHR/DHR/ Senior HR Partners/ HR Analyst & Administrators/Department Managers, ERA and the Workforce Planning Team	On a daily basis
Work closely with staff, College Deans and Directors	On a weekly basis
External	Frequency
Government Ministries (Ministry of Education, Fiji Immigration Department etc.), Fiji Higher Education Commission, Law Firms, other Universities	Monthly basis or when required

12. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/ her qualification(s) and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.