

DIVISION OF HUMAN RESOURCES

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	: Senior Specialist Training and Development
Grade	: 6
Incumbent	:
Division	: Human Resources
Department	: People Performance and Development
Location	: Nasinu
Reports to	: Deputy Director HR through Manager People Performance and Development

2. PURPOSE

The Senior Specialist Training and Development is responsible for leading, coordinating and delivering a wide range of staff learning and development programs. The role focuses on enhancing staff capability, supporting leadership development, strengthening staff engagement and coordinating university wide professional development initiatives aligned with the University's strategic plan.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager People Performance and Development**.

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
Administrator (x1)	N/A

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4. KEY ACCOUNTABILITIES**A. Learning & Development Strategy and Planning**

- Lead the design, implementation, and continuous improvement of the University's Learning and Development (L&D) framework.
- Conduct organisation-wide Training Needs Analysis (TNA) and align L&D initiatives with the University Strategic Plan, College/Division KPIs, and staff capability requirements.
- Develop annual and quarterly L&D plans and monitor progress against goals and KPIs.

B. Training Coordination, Delivery, and Facilitation

- Design, coordinate, and deliver professional development workshops, leadership programs, and skills-based training for staff at all levels.
- Facilitate induction programs for new staff and managers, ensuring consistency and relevance of content.
- Develop training packages, manuals, e-learning modules, and competency-based training materials.
- Manage logistics for all training sessions including scheduling, communication, and resource preparation.
- Evaluate the effectiveness of training programs and implement improvements based on feedback and outcomes
- Ensure high-quality facilitation using adult-learning best practices.

C. Leadership Development & Coaching Support

- Coordinate and support the delivery of leadership development programs for leaders and supervisors
- Provide support to MPPD in guiding supervisors and managers on leadership competencies, coaching practices, and performance development.

D. Staff Engagement & Organisational Culture

- Support MPPD in the planning and administration of the annual Staff Engagement Survey.
- Contribute to initiatives that strengthen organisational culture, staff morale, and retention.

E. Compliance, Reporting & Quality Assurance

- Maintain accurate records of training attendance, evaluation results, and L&D data for reporting.
- Report quarterly on L&D progress, outcomes, and program impact.
- Ensure compliance with university policy, training and development guidelines, and relevant legislation.
- Benchmark L&D practices against regional and international universities to maintain high standards.

F. Stakeholder Engagement & Collaboration

- Work closely with Colleges, Divisions, HR Partners, and Supervisors to identify training needs and rollout priority programs.
- Liaise with external consultants and training providers as needed.

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G. Other Duties

- Undertake special projects and tasks delegated by the Manager or Director HR.
- Support change management initiatives, and capacity-building projects.
- Participate in HR events, university ceremonies, and staff initiatives

5. KEY CHALLENGES

- Decision making in an environment of high level of ambiguity and resistance Heads of Colleges/Divisions to accept change.
- Collaborating with Deans, Directors, and other section heads, in developing learning objectives, plans, and outcomes.
- Developing learning plans within budget limitations and ensuring that the plans address priority learning areas.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.

6. QUALIFICATION

- A post graduate qualification in the relevant field **OR** a Bachelor's degree in Human Resources, Management, Education or related discipline.
- Training of Trainers Modules I-IV, or Certificate IV in Training and Assessment, or equivalent.

7. EXPERIENCE**Essential:**

- Applicants with Postgraduate Diploma qualification or equivalent must have a minimum of 5-6 years of relevant work experience in the HR field;
- Applicants with Bachelor's qualification must have a minimum of 9-10 years of relevant work experience in the HR field;
- Minimum of 5-7yrs experience in Training & Development, preferably in a university or a large organization;
- Experience in working with HRIS systems;
- Strong track record in organizational development interventions from diagnosis to implementation;
- Experience in designing an annual training calendar aligned to the strategic plan and division and college operational plans;
- Experience in conducting organization wide training needs analysis;
- Demonstrated experience in designing and delivering training programs and leadership development initiative;
- Demonstrated experience in Monitoring, Evaluation and impact assessment;
- Experience with staff surveys, training data analysis and reporting;

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- Ability to deliver both Face to Face and online training;
- Experience working with LMS (Learning Management System) and digital learning tools.

Desirable:

- Masters qualification in HR, Management or related discipline
- Experience in the tertiary education sector.
- Experience working in a university Setting or large organisation
- Experience working with a Method A organization. and facilitating grant claims
- NTPC Training Officer registration.
- NTPC Trainer Instructor registration, Member of Fiji Human Resources Institute, or other related registration or membership.

8. KNOWLEDGE & SKILLS

- Strong knowledge of adult learning principles and e-learning technologies
- Ability to design and deliver training both face to face and online
- Understanding of university structures, academic culture and regulatory requirements
- Excellent communication, facilitation and interpersonal skills
- Analytical, innovative and solutions focused mind-set
- High level of professionalism, integrity and discretion
- Ability to work independently and collaboratively in a fast-paced environment
- Demonstrates strong problem solving skills, with the ability to analyse issues, identify root causes, and develop practical, evidence-based solutions.
- Applies effective project management methodologies to plan, execute, monitor, and evaluate learning and development initiatives within set timelines and budgets.
- Develops and uses process maps to visualise workflows, improve efficiency, and support continuous improvement in training and HR processes.
- Utilises financial acumen to prepare budgets, manage training expenditures, assess cost-effectiveness, and ensure responsible allocation of resources.
- Manages tasks effectively by prioritising workload, coordinating multiple projects simultaneously, and meeting competing deadlines.
- Practises strong time-management skills to ensure timely delivery of training programs, reporting, and organisational commitments.

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9. WORKING RELATIONSHIP

INTERNAL	Frequency
College and Divisional leadership, Managers, DHR, and the other HR department managers and HR Partners	As required

10. 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 qualifications 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.