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 partnership, 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	:	**(name)**
Division	:	Human Resources
Department	:	People Performance and Development
Location	:	Nasinu Campus
Reports to	:	**Deputy Director Human Resources through Manager People Performance and Development**

2. PURPOSE

The Senior Specialist Training and Development will coordinate new employee orientation and onboarding, employee engagement initiatives, training needs analysis, prepare training budgets, developing training materials and training plans, and work closely with the Senior Performance Management Specialist on each staff professional development plans The position holder will be responsible for planning, coordinating and conducting staff development programs under the direct leadership of the Manager People Performance and Development.

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

4. KEY ACCOUNTABILITIES

- Responsible for coordinating employee orientation, onboarding, and overall employee experience.

- Assess training needs through surveys, interviews with employees, or consultations with managers.

- Design and create training manuals, training plans, online learning modules, and course materials.

- Review training materials from a variety of sources and choose appropriate materials.

- Implement a comprehensive Skill Development Training Program/training needs analysis for all the Colleges and Divisions in consultation with the Deans/ Directors and supervisors.

- Create clear expectations and protocols, online and in-person training modules, learning materials in multiple mediums, and employee and tool assessments.

- Ensure active engagement and integration into employees daily work and tracking of related performance.

- Continually improve, expand and sustain this initiative to ensure all employees are performing to established standards.

- Facilitate career development coaching and to source outside training options where necessary.

- Identify learning need trends by conducting an organisation-wide learning needs analysis.

- Design a calendar scheduling learning events based on common learning requirements.
- Oversee all staff learning activities.
- Develop the learning budget.

- Ensure that the learning budget is adhered to when planning learning events and is proportionally utilized on all Colleges/Divisions.

- Ensure Professional Development Plans (PDPs) are prepared and diligently followed for all employees across the organisation.

- Work closely with the HR Performance Management Advisor on individual professional development plans within the budget.

- Conduct training for staff from time to time as and when required.

- 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.

- To undertake special projects assigned by the supervisor from time to time.

- Deputise for Manager People Performance and Development from time to time.

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

- Postgraduate qualification in a relevant field OR
- Bachelor's degree in a relevant field,
- Training of Trainers Modules I-IV, or Certificate IV in Training and Assessment, or equivalent.

7. EXPERIENCE

Essential:

- Applicants with Postgraduate qualification 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;
- Experience in a training or learning, and development environment;
- Excellent people skills., excellent written verbal communication skills;
- Strong analytical skills and able to solve complex HR problems;
- Work autonomously to achieve goals with minimal supervision;
- Experience working in a large organisation in HR and or management positions;
- Experience in working with HRIS systems.
- Strong track record in organizational development interventions from diagnosis to implementation.

Desirable:

- Master's level qualifications in a relevant field.
- Experience in the tertiary education sector.
- Experience working in an HR department in a university/tertiary institute.
- Experience working with a Method A organization.
- NTPC Training Officer registration.
- NTPC Trainer Instructor registration, Member of Fiji Human Resources Institute, or other related registration or membership.
- Experience working with LMS (Learning Management System).

8. 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.
- Proactiveness: 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.
- Exceptional project and process management skills with a demonstrated track record of delivering high-quality results in a fast-paced, complex, dynamic business environment.
- Proven ability to work with numbers and data.
- Substantial problem-solving skills with strategic focus on process mapping, task management and execution.
- Track record of positive engagement with business stakeholders at all levels and at scale.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
College and Divisional leadership, Managers, DDHR, DHR and the other HR department managers and HR Partners	On a daily basis

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.