

MINISTRY OF EDUCATION, HERITAGE AND ARTS

ROLE DESCRIPTION: Senior Human Resources Officer

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: \$34,760.31 - \$56,596.92
3. Duty Station: Suva, limited travel to provinces and districts required.
4. Reporting Responsibilities;
 - a) **Reports To:** Managers in HR Department
 - b) **Liaises with:** Other Ministry staff, where required
 - c) **Subordinates:** HR Officers and HR Assistants

POSITION PURPOSE

The Senior Human Resources Officer will undertake a range of human resource management duties (including employee administration, establishment and position management, workforce planning, recruitment and selection, staff contracting, performance management, discipline and learning and development functions) to ensure that human resource management and development functions are legislatively compliant and deliver client-oriented outcomes. The position will demonstrate a client service focus and implement a structured, legislatively-compliant approach to human resource management throughout the MEHA.

KEY DUTIES

The position will achieve its purpose through the following key duties. Working with relevant staff, in accordance with Guidelines, policies and legislative requirements, meeting the operational needs of the MEHA:

1. Implement agreed human resource management procedures for the Ministry, ensuring all employees are managed in accordance with legislation, policy and procedures and within agreed deadlines;
2. Maintain accurate human resource management and development and employee records and ensure they are available to support effective employee management, audit and other procedural review processes;
3. Contribute to and actively implement improvements in human resource management and development to deliver better services in the Ministry;
4. Develop the skills of HR Offices, HR Assistants and district staff in respect to effective human resource management and development functions;
5. Contribute to development and regular updating of the Human Resource Management policy and procedures manual and ensure that all requirements of this manual and implemented consistently and in a timely manner;
6. Effectively communicate with ministry management to ensure the timely implementation of human resources functions to meet Ministry needs;
7. Supervise HR Officers and HR Assistants and develop their skills in effective human resource management.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Human resource management processes and procedures are implemented consistently and to agreed timelines;
2. Provide fortnightly reports to the relevant manager on work progress in an agreed format;
3. Client service standards are achieved;
4. All human resource management and developments records are accurate and kept in accordance with the approved policy and procedures manual and applicable legislation.

PERSON SPECIFICATION

In addition to a Degree in Human Resource Management, Public Administration, Human Resource Development, Psychology, Business or equivalent relevant experience, the Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 5 years' experience undertaking human resource management functions with responsibility for implementing approved procedures with limited supervision;
2. A client service focus with an understanding of appropriate communication approaches when dealing with clients;
3. Understanding of legislative requirements for managing employees and maintaining employee records;
4. Understanding of the Fijian Constitution (2013) and applicable labour laws of Fiji;
5. Understanding of staff supervision and approaches to motivating staff and changing work processes.

Skills and Abilities

1. Demonstrated ability to supervise and motivate staff from backgrounds and experience;
2. Demonstrated ability to ensure the consistent, efficient and effective human resource management and development and maintenance of employee records;
3. Demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;
4. Strong communication skills and the ability to effectively consult with others to enforce legislation and internal policy and procedures.
5. Capacity to utilise computer programs to support the operations of HR Department;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character

All applicants for employment must be Fijian Citizens, under age 55, with personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct. Appointments offers will be subject to confirmation of a clear police record.