



ROLE DESCRIPTION

Manager Human Resources

The Native Lands Trust Board (NLTB) was established in 1940 with Ratu Sir Lala Sukuna being the principal architect. The objective and reason for such a board was three fold; to reserve sufficient land for land owners for their support and maintenance, to lease those lands not required by landowners and to assist in the development of reserved land

Today the NLTB's business is the administration of native land leases and licenses for the land owning units. The number of leases is increasing annually with a total today of about 35,000 leases.

Primary Objective of Position

The Manager Human Resources leads and manages the Human Resource department providing Board and management guidance on Human Resource matters and develops human capital in line with the strategic direction.

Key Outcomes

The Key Outcomes for the Manager Human Resources include:

1. Leadership and management of the Human Resource department:
 - Professional development of staff
 - Positive working environment
 - Compliance with policies and procedure
2. Human Resource advice provided:
 - Board including monthly reports
 - Senior Executives
 - Staff informed
 - Entitlements
 - Changes in policies and procedures including industrial relations policies and procedures.
3. Human Capital developed:
 - Training and development
 - Organisational strengthening
 - Human resource planning
 - Alignment of Human Resources as per strategic direction
 - Performance management system maintained
4. Compliant Human Resources department:
 - Regulatory/compliance statutory
 - Human Resource policies and procedures developed
5. NLTB image and value standards displayed

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

Competence

Competence Description

Business

Change Management

Diagnose change and implement the response to new direction.

Planning

Develop an operations plan to define specific objectives.

Systems and Procedures

Undertake defined modifications/reviews to procedures; draft manuals/instructions.

Documentation

Present information in a report that explores the links between the issues and draws conclusions.

Communication

Adapt communication techniques to suit different audiences, handle complex and /or sensitive topics.

Customer

Customer Commitment

Anticipate and devise solutions to meet the customers' future requirements.

Organisational Values

Evaluate organisational activities and behaviours; review and update standards.

People

Leadership

Achieve the vision by establishing clear objectives and empowering units to achieve.

Learning

Encourage others to discover and realize their potential in line with the future business directions

Professional

Technical Strength

Analyse a problem and develop the solution using standard procedures and methods – technical specialist.

Compliance

Provide advice on compliance that requires an interpretation of the laws and regulations.

Operational

Health and Safety

Monitor and design effective and efficient safety programs, policies, or procedures used in multiple locations.

Interactions

External

Associations / Unions

Internal

Company Executives - HQ

All staff

Person Specifications:

Qualifications

Preferred

Degree

Human resource or related discipline

Requirements

Work Knowledge and Experience

Relevant experience in all areas of HR
Sound working knowledge of Fiji labour laws
Significant relevant experience in a similar role

Personal Attributes :

Attribute Type

Attribute

Behavioural

Accountable
Customer Focused
Energetic

Interpersonal

Empathic
Perceptive
Realistic
Self Sufficient and Assured

Thinking

Holistic Thinker
Initiative
Well Organized

How to apply:

Closing Date: Friday, 19 March, 2010