

CHIEF EXECUTIVE OFFICER DIVISON

POSITION DESCRIPTION		
POSITION: Learning & Development Specialist	DEPARTMENT: TALENT & CULTURE	ISSUE DATE: July 2017 Revised dates : 30/11/2022

POSTION TITLE:	Learning & Development Specialist
GRADE:	Category 1
DIVISION:	Chief Executive Officer
DEPARTMENT:	Human Resources & Training
LOCATION:	Headquarters, Valelevu
REPORTS TO:	Head of Talent & Culture
CURRENT INCUBENT:	

2.0 UNDERTAKING

PREPARED BY: Lanieta Gadolo	SIGNATURE:
DESIGNATION: Head of Talent & Culture	DATE:
APPROVED BY:	SIGNATURE:
DESIGNATION: Chief Executive Officer	DATE:

3.0 Organizational Environment:

This will provide to the incumbent the needed information in regards to the linking of the positions role to the broadens aims of the organization and it's linkage to the other individual's positions.

3.1 Role HA

The purpose of Housing Authority is to develop and produce affordable lots and mortgage financing with attractive loan packages on a competitive basis to all customers with special focus on low-income earners. The Authority was constituted and became an operating entity in 1958. Under the Housing Act and the Public Enterprise Act, the Authority has identified a number of specific commercial and social objectives these would enable the Authority to operate as a successful housing institution that will assist in meeting the Government's housing policies as its social objectives.

Also, special assistance shall be given to squatters and those not having their needs adequately met in the private sector. Continue to develop innovative ways such as mortgage debt restructuring to assist defaulting customers who face financial hardship to meet current loan repayments and to enable them to retain their homes.

Housing Authority has the following departments:

- **CEO Division**
- **Lending Division**
- **CR Division**
- **Finance & Administration Division**
- **Housing & Land Development**

3.2 Role of the Division (CEO)

The CEO division is responsible for the following:

- Planning and management of Good Governance policy for HA;

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- Providing the HA Board with best Legal counsel advise;
- Planning and management of Internal Auditing of HA policies, systems and processes;
- HRM Recruitment, Retainment of employees with appropriate policies;
- Regulating of OH&S policies.

3.3 Role of Department

- The purpose of this department is to develop and drive the appropriate human resources strategy in line with the HA business vision and needs to ensure that the best talented individuals is recruited, developed and retained with the aim of maximizing its contribution to the achievement of the organizations outputs.
- Provides the best practicable and honest advice to the CEO in regards to Human Resources Management and Development.
- Responsible for the proper implementation and monitoring of OH&S Policies.

3.4 Role of the Unit (training and development)

- Responsible for the conduct of all in-house training programs for officers within the HA
- Responsible for the facilitation of in-house training for the divisions within HA.
- Responsible for administering the TPAF Levy & Grant Scheme.
- Formulate the HA Annual Training Plan and carrying out Training Needs Analysis.
- Responsible for the facilitation of outside training provide by other training providers.
- Research and Development of training materials
- Proper upkeep of the library with up to date books.

3.5 Role of the Position

The overall coordination of the HA Learning and Development, this includes the formulation of Annual Training Plans, research and development of training materials, proper up keep of the Library and the supervision of the Unit in the fulfillment of the department Human Resources and Training role. Formulation of the Annual Training Plan/Handbook.

4.0 Primary Purpose:

- Conduct Research and Design of training program/courses.
- Ensure the provision of the updated books and proper up keep of the Library
- Coordinate/facilitation of Training courses.
- Assist divisions in the planning, coordination and conduct of In-house courses.
- Responsible for the research and development of training resources.

5.0 Positions Dimensions:

- **Finance:** NIL
- **Staff:** **altogether, there are 2 in the Team**

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<ul style="list-style-type: none"> • Assets : all resources allocated to the position
<p>6.0 <u>NATURE AND SCOPE:</u></p> <p>6.1 <u>Interpersonal Relationships</u></p> <ul style="list-style-type: none"> • Communicate with the Manager and other staff within the department in brainstorming of course content, sharing materials/experience-as and when required-daily. • Communicate with the Manager for the approval of training courses. • Communicates with other divisions on any work related issue. <p>6.2 <u>External</u> Communicates with relevant agencies that deal with training and development such as Government Agencies, TPAF, Tertiary Institutions, NGO's, etc.</p> <p>6.2 <u>Reporting Relationship</u> This is one of the two positions that report directly to the Head of Talent & Culture, the other position is the Recruitment Specialist.</p> <p>6.3 <u>Reporting Requirement</u></p> <ul style="list-style-type: none"> • The position is required to submit monthly reports to the Head of Talent & Culture on work programmes carried out in the month. • Any other issue that needs the attention of the Head of Talent & Culture. <p>6.4 <u>Role of Subordinates (if they exist)</u> This position has one subordinate, the Human Resource Assistant position which assists the Learning & Development Specialist on the daily administration matters.</p> <p>6.5 <u>Decision-Making</u></p> <ul style="list-style-type: none"> • This position is required to consult and also make recommendations to the Head of Talent & Culture on any Unit work programme this includes training programmes, use of training rooms by other divisions and any other work related issues. • Makes decisions on the daily work programme for the Unit. <p>7.0 <u>Challenges and Development</u> Challenges for this position include;</p> <ul style="list-style-type: none"> • Providing timely. Accurate and acceptable information that will assist the Head of Talent & Culture in making decisions; • The effective and efficient delivery of training programmes; • Ensuring the promotion of fair work practices and harmonious productive workplace environment; • Research and development of training materials; • Supervision of the Unit; • Drawing up of appropriate work programmes for the Unit; • Be prepared to work after hours and during weekends;

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- Prepared to travel to other work stations.

8.0 Principal Accountabilities

- 8.1 Ensure the provision of efficient and effective advice to the Head of Talent & Culture in training and development matters according to the HA Policies.
- 8.2 Conduct research and development of training materials and making sure that they are in line with modern management practices that supports the HA strategic Direction.
- 8.3 Promote and enhance good industrial relation practices by providing work related awareness programmes that will assist employees in the fulfillment of their roles expeditiously.
- 8.4 Supervise of the Learning and Development Unit and making sure that expected work outputs are thoroughly completed in the specified time.
- 8.5 Ensure proper recording and updating of HR electronic information in the database as well as other personnel information and including the compilation and update of PMS;
- 8.6 Allocate responsibilities and support on-the-job learning and development of staff, to ensure they have adequate knowledge of HR systems and procedures required to perform their duties and subsequently can contribute to the provision of effective HR services;
- 8.7 Timely submission of activity reports, monthly progress and quarterly reports;
- 8.8 Contribute to HA development and initiatives through provision of quality customer services, participating in initiatives to promote team work and employee health, safety and wellbeing and participation in committees and panels.

9.0 Knowledge, Skills & Experience

The incumbent should possess the following knowledge and skills:-

- A thorough working knowledge of the HA Policies, Employment Relations Promulgation, 2007
- Well versed with the HA Terms and Condition of Services
- Research skills
- Analytical skills
- Well-developed communication and presentation skills
- Proficient in writing policy papers

10.0 Qualification

- Assessed potential and ability to progress beyond this position.
- A University degree in Human Resource Management/Business Studies or equivalent.
- Officers are required to be registered as Training Officer with the Training and Productivity Authority of Fiji (TPAF).

Salary Range: **\$28,728 - \$43, 092**

Category: **1**

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POSITION HOLDER: Vacant

DATE: _____

Head of Talent & Culture: Lanieta Gadolo

DATE: _____

CHIEF EXECUTIVE:

DATE: _____