

CHIEF EXECUTIVE OFFICER DIVISION

POSITION DESCRIPTION		
POSITION:	DEPARTMENT:	ISSUE DATE: July 2017
RECRUITMENT SPECIALIST	TALENT & CULTURE	Revised dates : July 2022

POSTION TITLE:	Recruitment Specialist/TC Business Partner
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:	SIGNATURE:
DESIGNATION: Head of Talent & Culture	DATE:
APPROVED BY:	SIGNATURE:
DESIGNATION: Chief Executive Officer	DATE:

3.0 Organizational Environment:

The incumbent will ensure that under the direction of the Head of Talent & Culture, translate business requirements into HR strategies, projects, programs tools and priorities with a view to meeting the requirements in cooperation with line management in the following HR speciality areas: classification, compensation, employee recognition and recruitment & selection and employment relations in a unionized workplace.

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:

- **Customer Service Division**
- **Lending Division**
- **Finance & Administration and Business Transformation 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;

CHIEF EXECUTIVE OFFICER DIVISION

POSITION DESCRIPTION		
POSITION:	DEPARTMENT:	ISSUE DATE: July 2017
RECRUITMENT SPECIALIST	TALENT & CULTURE	Revised dates : July 2022

- 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 (Employee Relations)

This unit is responsible for all the employment relations in regards to the proper implementation and monitoring of the terms and conditions of service as in line with Talent & Culture department and the HA policies.

3.5 Role of the Position

Assist the Head of Talent & Culture in facilitating of the recruitment and selection process, daily employee relations issues, from implementation and monitoring of the HA employment policies. Ensure the effective and efficient planning of the Units work programmes and supervision of the Units staff and work.

4.0 Primary Purpose:

- To provide the necessary support to the Head of Talent & Culture on recruitment and selection and any employee relations matters pertaining to the HA HR policy.
- Conduct research on new employment relations issues and with the review of existing policies relating to the terms and conditions of the employment for HA in order to create a harmonious and productive industrial relations environment.
- Supervise the Units team and work programmes.
- Coordinate all HA organizations OH&S issues.

5.0 Positions Dimension:

- **Staff Data** : Direct Reportees -1
: Indirect - Nil
- Total** - 1
- **Financial Data** NIL
- **Assets** (As allocated to the position)

6.0 NATURE AND SCOPE:

6.1 Interpersonal Relationships

CHIEF EXECUTIVE OFFICER DIVISION

POSITION DESCRIPTION		
POSITION:	DEPARTMENT:	ISSUE DATE: July 2017
RECRUITMENT SPECIALIST	TALENT & CULTURE	Revised dates : July 2022

- **Internal**

This position is responsible to the Head of Talent & Culture for dealing with recruitment and selection, daily employment relation issues from researching, formulating and preparing policy papers relating to the terms and conditions of employment of HA employees. These may involve assessing current issues on the terms and conditions of employment, consulting relevant organizations in examining rules and legislation alongside major initiatives of HA like reforms; pay negotiations, Job Evaluation Review.

The position requires frequent contact with the HRT department staff to effectively provide quality advice on IR matters to our employees. Also, liaise with other divisions in regards to employee relation issues.

- **External**

The position is required to liaise with other organizations in regards to employment relation issues. These organizations include, Government Organizations, NGO's and others that deal with employment and employee related issues. Liaise with Financial Institutions Trade Union.

6.2 Reporting Relationship

This is one of the two positions that report directly to the Head of Talent & Culture, the other position is the Learning & Development Specialist.

6.3 Reporting Requirement

The position is required to submit monthly reports to the Head of Talent & Culture on the respective units performance output.

6.4 Role of Subordinates (if they exist)

This position has one subordinate; the Payroll Associate is responsible for the following:

- Preparation of Salary, Wages and reconciliation for the HA staff
- Deals with the daily employee relations issues.

6.5 Decision-Making

- The position provides recommendations to the Recruitment Specialist regarding decisions aligned to the policies governing employees in the HA.
- The position is guided in its assessment by the application of the Terms and conditions of the service as in the HA Collective Agreement policy, etc.

7.0 Challenges and Development

Challenges for this position include;

- Providing timely. Accurate and acceptable information that will assist the Head of Talent & Culture in making decisions;
- Ensuring the promotion of fair work practices and harmonious productive workplace environment;
- Be prepared at all times to work as a team
- Promote and foster good industrial relations practice;
- Work after hours and during weekends;

CHIEF EXECUTIVE OFFICER DIVISON

POSITION DESCRIPTION		
POSITION: RECRUITMENT SPECIALIST	DEPARTMENT: TALENT & CULTURE	ISSUE DATE: July 2017 Revised dates : July 2022

- Prepared to travel to other work stations.

8.0 Principal Accountabilities

- 12.1 Ensure the provision of efficient and effective advice to the Head of Talent & Culture in Recruitment and Selection, employee relation issues according to the HA employment standard policies.
- 12.2 Conduct research and analyzing of HA analyzing of HA ER policies to be in line with modern and updated HR practices that supports the HA strategic Direction.
- 12.3 Provide assistance/advice to Unions through regularizing, implementing and interpretation of policy.
- 12.4 Promote and enhance good industrial relation practices by attending to enquiries, grievances, disputes and obtaining legal opinion from Legal Counsel.
- 12.5 Preparing relevant submissions in respect to any employee disputes, attending to conciliations, disputes and arbitration proceedings.
- 12.6 Supervise the Employee Relation Unit in making sure that expected work outputs are thoroughly completed in the specified time.
- 12.7 Compile a variety of data on staff recruitment and selection, contractual conditions, entitlements, performance and training requirements, workforce, etc., to support analysis and reporting needs;

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
- Analytical skills
- Negotiation skills
- Proficient in writing policy papers
- Well-developed communication skills
- Preparation skills

10.0 Qualification

- Qualification required for appointment to this position should possess relevant Degree in IR and HR Management.
- 5 years' experience or have relevant skills and experience in this particular field in any other organization.
- Assessed potential and ability to progress beyond this position.

Salary Range:

\$28,728 – \$43,092

Category: 1

CHIEF EXECUTIVE OFFICER DIVISON

POSITION DESCRIPTION		
POSITION: RECRUITMENT SPECIALIST	DEPARTMENT: TALENT & CULTURE	ISSUE DATE: July 2017 Revised dates : July 2022

POSITION HOLDER: _____

DATE: _____

HTC : _____

DATE: _____

CHIEF EXECUTIVE: _____

DATE: _____