

POSITION DESCRIPTION

REF 1099: TEAM LEADER TRAINING & DEVELOPMENT (NATIONAL OFFICE)

Salary Scale	\$33,320.00- \$41,650.00	Position Type	Established [3 years]
Structure:	Department:	Corporate Services and SP	
	Sub – Section	Human Resources	
Reports to:	Manager Human Resources		
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and also setting up water supply systems in rural areas.

Position Objective

The Team Leader Training & Development is responsible for assessing WAF's capacity developmental needs and providing tailor made training to meet identified needs. The incumbent will also be responsible for developing effective training methods/learning to educate and enhance performance at all levels of WAF's operations. This position reports to Manager Human Resources.

Key Accountabilities

- Effective oversight of all training requirements and the Training Section achieving its yearly business objectives ensured
- Annual training budget in support of the Water Authority of Fiji's annual Training Business Plan completed collaboratively with Manager Human Resources
- Supervisors and managers assisted in training & development needs of staff
- Appropriate training arranged as and when required
- Supervisors and managers assisted in the review of the staff training programs, performance & feedback provided when appropriate
- Training work processes reviewed and updated in collaboration with Manager Human Resources
- Contributed to the objective of maximising business performance and compliance with standards ensured
- All critical WAF positions have an understudy, following consultation with Manager HR and line managers
- Efficient annual execution of the Training Needs Analysis through collaboration with all departments ensured
- Training Plan compiled efficiently and effectively with input from all departments
- Training Plan endorsed by the WAF CEO
- Training Plan submitted to all Heads of department for their records and information
- Changes (if any) to the Training Plan effectively assessed and efficiently communicated to all appropriate stakeholders
- Training outlined in the Training Plan effectively carried out with Variance Reports submitted where appropriate

- Employees training requirement fulfilled in Training Plan delivery
- Timely training reports by staff ensured and recommendations therein effectively assessed for implementation in consultation with line managers
- Efficient annual execution of the Training Needs Analysis through collaboration with all departments ensured
- Training Plan compiled efficiently and effectively with input from all departments
- Training Plan endorsed by the WAF CEO
- Training Plan submitted to all Heads of department for their records and information
- Changes (if any) to the Training Plan effectively assessed and efficiently communicated to all appropriate stakeholders
- Training outlined in the Training Plan effectively carried out with Variance Reports submitted where appropriate
- Employees training requirement fulfilled in Training Plan delivery
- Timely training reports by staff ensured and recommendations therein effectively assessed for implementation in consultation with line managers
- Method A training scheme systems management
- A robust Training System fully compliant with Method 'A' Scheme requirements created, implemented and reviewed where appropriate.
- Mandatory reports and plans submitted to Manager HR and CEO in a timely manner for approval
- Approved reports and plans submitted to FNU
- All evaluations required by Method A Scheme completed
- Successful Grant Claim achieved after fulfilling assessment requirements
- Contractual arrangements with external service providers for effective and timely provision of training services to Water Authority of Fiji efficiently managed
- Timely, relevant and compliant reporting
- All internal and external (if any) reporting requirements in regards to WAF's training and development function fully understood and correctly executed
- Robust and relevant periodic reports prepared and submitted. This includes monthly training reports submitted to Management
- Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making
- Ad-hoc information request by superiors addressed in a timely manner
- Human Capital Management
- Training needs / competency gaps and career planning of direct reports appropriately assessed and addressed in partnership with the Human Resources Department
- Relevant and timely coaching, guidance provided to direct reports for the purpose of capacity building and succession planning
- Appropriate performance measures for direct reports efficiently developed in consultation with Team Leader HR
- Effective appraisals carried out with recommendations of professional development for staff ensured
- Effective contribution to the HR Recruitment function for relevant WAF positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
- Disciplinary actions, for direct reports, carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- The Applicant must possess a Degree or Diploma in Human Resources Management, Public Administration, Management & Teaching (Secondary).

EXPERIENCE, SKILLS, & ABILITIES

- Degree with at least 5 years' experience in a similar role or diploma with at least 6 years' experience in a similar role
- Must be an Accredited Trainer (TO or TI) from FNU
- At least 2 years of supervisory experience.
- Extensive knowledge of Training Grant Scheme in Fiji
- Able to work to deadlines, be highly organized and have the ability to work under pressure.
- Effective verbal and written English communication skills.
- Strong interpersonal skills.
- Fully conversant with ERA2007, NEC Decree 2009, WAF Promulgation and other employment legislations
- Registered Training Officer or a Registered Training Instructor/ Registered Resource Professional with Fiji National University
- Fiji Human Resource Institute Membership (or international equivalent), desired but not required.
- Valid driver's license and a clean driving record, desired but not required.

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked "Confidential REF 1099: Team Leader Training & Development (National Office)" and should be received no later than **5pm on the 27th January, 2023** and could be:

Mailed to:

The Manager Human Resources
Water Authority of Fiji

or

Hand delivered to:

Human Resources Unit
Level 3, Manohan Building

or

Emailed to:

hr.recruit@waf.com.fj