



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: Human Resources and Industrial Relations Administrator

CORPORATE INFORMATION

1. Position Level: Staff
2. Remuneration: A competitive salary depending on qualifications and work experience will be offered to the successful candidate.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka.
4. Reporting Responsibilities;
 - a) **Reports To:** Directly reports to the Head of Finance and Administration
 - b) **Liaises with:** The Chief Executive Officer and all other Department Heads and Sub-Heads, City Ranger, Enforcement Officers, Stakeholders, other agencies, NGO's.
 - c) **Subordinates:** Senior Accounts Officer, Prosecution Officer/Legal Assistant, and Secretary.
 - d) **External Relationships:** Special Administrators, Government Ministries and Permanent Secretaries, Heads of Departments, Heads of Statutory Bodies, Trade Unions, Employment Relations Tribunal, Arbitration Court, Mediation Court, Solicitor Generals Office and Auditor Generals Office.

ROLE PURPOSE

To deliver an effective, efficient and legally compliant human resource and industrial relations functions and services which meets the needs of the Council and effectively supports the management in the achievement of its goals and objectives.

Assist the Head of Finance and Administration to, propose, research, consult on and implement new initiatives that promotes Council as an employer of choice.

Support and assist the Head of Finance and Administration to formulate, maintain, update and deliver the objectives of the Human Resources Strategy and Human Resources Action Plan.

KEY RESPONSIBILITIES

- Ensure operational HR & IR activities and processes are correctly followed and provide accurate and timely advice and guidance to Heads of Departments.
- Work closely with the CEO and Heads of Departments to do workforce planning and provide strong recruitment and selection support for the achievement of individual KPI's.
- Identify COUNCIL's development needs and design appropriate training programs to address KRA's.

- Ensure that Human Resource and Industrial Relations Policies, Procedures are developed and implemented, and updated in line with statutory requirements, good practice and the agreed review timetable and that new policies or procedures are introduced as necessary.
- Keep self and team up to date with employment laws, human resources and industrial relations best practices.
- Leadership and management of Industrial Relations issues including interpretation and application of relevant legislation and regulations, advice, and positive relations with Unions and third parties, particularly in relation to industrial/employee relations.
- Lead the negotiation of industrial (collective) agreements with the experience to cost any changes, seek improved working arrangements and deliver in negotiations, with appropriate expert advice to the CEO, Head of Departments and Special Administrators
- Ensure robust performance management systems are in place to ensure a culture of performance is embedded across COUNCIL and that Heads of Departments have clear procedures and support for managing performance i.e. attendance, disciplinary and capability.
- Ensure COUNCIL at all times meets legal obligations and mitigates the risk of Employment Tribunal Claims, costs, and adverse publicity.
- Develop good practice, innovative Human Resource initiatives to assist COUNCIL to achieve business excellence and become an employer of choice.
- Automate manual HR processes through implementation of an effective human resource information system.
- Ensure the provision of accurate statistics, records and management of registry services.
- Effective implementation of COUNCIL's Occupational Health and Safety Policy and safety programs.
- The post holder is required to understand and demonstrate the ability to work flexibly for the benefit of Council and to take on new projects and initiatives that are considered to fall within the duties and responsibilities of the job role.
- Lead the review of the performance management system and propose solutions to the CEO and Heads of Departments.
- Manage the disciplinary and grievance issues and process.
- In collaboration with Senior Accounts Officer, ensure that the Councils payroll systems are efficient and functional and is regularly updated and linked to Councils Finance systems. This includes ensuring that all updates on all staff contracts are updated onto the payroll & eventually Finance systems.
- Provide monthly updates to Head of Finance & Administration for presentation to Finance Committee meeting and the Ordinary Meeting of the Council every month.
- Organizing and/or conducting training for staff in the Council by way of conducting workshops.
- Strengthen the strategic reforms by reviewing restrictive legislations and advise Council on new legislations that provide solution to commercial collaborations with other stakeholders.
- Carry out any other duties as reasonably required by the Heads of Finance and Administration and CEO.

KEY Result Areas

Performance will be gauged through the following indicators:

1. Recruitment and Selection
2. Talent Development and Management
3. Performance and career management
4. Employee Relations
5. Rewards and Recognition

6. Policy Formulation and Development
7. Remuneration and Benefits administration
8. HR Management system, support and management
9. Workplace Health and safety
10. Compliance with Labour Legislations
11. Relationship Building with the stakeholders.

Key Performance Indicators

- Development of Departmental and Individual work plans (IWP's) to support the achievement of COUNCIL's strategic objectives and goals.
- Implementation of open merit based recruitment process to attract the best candidates for the job ensuring timely appointment of the vacant and new positions.
- Conduct timely raining Needs Analysis, development of training plan, budget allocation, execution, monitoring and evaluation of programs to ensure its effectiveness.
- Implementation of systematic training at COUNCIL to effectively address the performance gaps of employees and obtain maximum grant claim.
- Review and Development of Human Resources Policies and Procedures to maintain consistent and best practices promoting efficiency and productivity.
- Coordinate effective management of Labour Management Consultation Committee to address staff issues, creating good faith, productivity and an enabling environment.
- Implementation of a human resource information system to help different departments of COUNCIL to access and process information regarding their human resources and providing management with the customized reports for making informed decisions.
- Development and implementation of succession planning program to ensure continuity of operations.
- Develop and implement an effective Occupational Health and Safety management system ensuring safety of workers and compliance with the HASWA 1996.

PERSON SPECIFICATION

Works activities are well defined and becomes routine after some experience. Requires a lot initiative and innovative abilities.

Essential Qualification: Possess a relevant degree in Human Resource Management / Industrial Relations / Public Administration.

Desirable: be a member of the Fiji Human Resources Institute or any similar organisation locally or internationally.

In addition to *an appropriate qualification* the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Have at least five (5) years of progressive HR experience in medium to large organization.
2. Knowledge and experience in employment law, compensation, performance management, recruitment, employee relations, safety, employee engagement, and development.
3. Significant experience in providing advice on complex industrial and employee relations issues, and in development of human resources policies.

4. The incumbent must have a high degree of drive, confidence, excellent communication and leadership skill with the ability to meet deadlines.
5. Must be a rational thinker and must exert some sense of maturity.
6. Has to be highly motivated.
7. Has to have good interpersonal skills.
8. Excellent verbal, analytical, organizational and written skills.
9. Ability to work independently with limited supervision and promote a team environment with relevant stakeholders.
10. Provide leadership, guidance and support to the Finance and Administration Team.

Skills and Abilities

1. High professional ethics and integrity
2. Good business acumen and interrelation skills.
3. Have good oral and written communication skills
4. Ability to work under pressure and deliver within timeframe
5. Ability to handle difficult situations to achieve positive outcomes
6. General understanding of project financing and contracts.

Personal Character

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.