
Position Description

Vacancy Title: **Learning and Development Officer (Re-advertised)**

Location: **Wailekutu**

Reports To: **Group Human Resources Manager (v 1.00)**

Objective

The Learning and Development Officer is responsible for assessing the skills and knowledge and identifying development needs to grow and retain these skills within the organization including designing, creating and delivering solutions at every level. Responsible for setting clear points of evaluation and able to demonstrate the degree of success achieved for all L&D interventions. This position reports to the Group Human Resources Manager, CJ Patel Pte Limited.

Outcomes

Organisational Stakeholders

1. Capacity Building Ensured

- Training and development needs within an organization identified through job analysis, appraisal schemes and regular consultation with business managers and human resources departments
- Training and development programs based on the needs of the organization, Department and the individual needs designed and expanded
 - costs of planned programs considered and kept within budgets
- Effective induction and training programs designed, implemented and managed for new staff, apprentices and graduate trainees in liaison with GHRM
 - Progress of trainees monitored and reviewed on regular basis through questionnaires, performance assessments and discussions with managers and mentors
 - devise individual learning and training plans in liaison with Managers and Mentors
 - appraisals conducted
- Delivery of training and development programs managed
 - Training materials for in-house courses designed
 - Delivery of a range of training programs using classroom and online learning
 - Ensure statutory training requirements are met
 - Training and development programs evaluated
 - Programs revised as necessary, in order to adapt to changes occurring in the work environments
 - Return on investment' of any training or development programs planned and assessed
 - Pre and post course evaluation
 - Delayed evaluations
 - Organizational feedback
 - transfer of knowledge sessions organized
- New technologies and methodologies in workplace learning researched
 - keep up to date with developments in training by networking and attending relevant courses

2. Effective Human Capital Management ensures a productive, stable and increasingly capable workforce

- Guidance to CJ Patel staff ensured
- Human Capital Management implemented and managed on an on-going basis
 - Implementation of role descriptions in all business entities on a timely basis
 - Implementation of Hrmonise in all business entities on a timely basis
 - Implementation of recruitment utilizing Hrmonise ensured
 - Probation assessment and exit interview reviews
- Succession planning ensured
- Annual Performance Appraisal across entities ensured
- Competency gaps of staff assessed and managed in partnership with CJ Patel management team
 - Management Development and Emerging Leaders Programs
 - Succession planning and development programs for critical roles ensured
- Annual Performance Appraisal across entities ensured
 - KPI and PMS support provided
- Graduate Trainee Program Managed
 - Orientation and Onboarding
 - Training Plan
 - Feedback session
 - Probation assessment
- Participation at Career Fair managed
- Effective induction and training programs designed, implemented and managed for new staff, apprentices and graduate trainees in liaison with GHRM
 - Progress of trainees monitored and reviewed on regular basis through questionnaires, performance assessments and discussions with managers and mentors
 - devise individual learning and training plans in liaison with Managers and Mentors
 - appraisals conducted

3. The place that people want to work

- Engender positive work practice
 - Secretariat of LMCC
 - Annual cultural events celebrated on a timely basis
 - Periodic Cultural and Employee Satisfaction survey executed and managed
- Recognition and rewards programs
- Improving satisfaction and commitment
 - Health and Wellness Initiatives
- Team work and commitment
 - Employee engagement and communication

4. Well Informed management

- Monthly and quarterly report is timely and accurate
 - Monthly and Qtrly Training report
 - Monthly and Qtrly Hrmonise report
 - HR Meeting Minutes
- Ad- hoc reports or projects for general business decision making
- Business issues are understood and the right HR data is provided at the right time with the right recommendations at all times

5. Safe work environment promoted and ensured at all times

- Work place safety is ensured
 - Communication of Safety, Health and Environment to all team members are on an on-going basis
 - Occupational Health & Safety systems promote zero workplace injury at all times
 - Local environmental regulation is aligned with work place safety on an on-going basis
- Workplace hazards eliminated at all times
 - Systems assist in the identification and elimination of work place hazards on an on-going basis

6. CJ Patel Pte Limited's values upheld and demonstrated at all times

- Work cooperatively with all staff within CJ Patel group of companies
- Communication with staff is professional and positive at all times
- Maintain a positive value based work environment

Responsibilities - Key Competencies

Competence	Description
Business	
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.

Competence	Description
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business and Management, Science in Psychology, Human Resources Management	
Preferred		
Other	Teaching and Learning	TOTS - Module 1 to 4

Work Knowledge and Experience

Minimum three years of experience in design and delivery of training, assessment and mentoring

Demonstrated experience in developing and evaluating training programs

Demonstrated ability to contribute to strategic organizational development initiatives including but not limited to employee engagement, skills, culture and capacity building

Possess excellent customer service skills with high level of written, verbal and interpersonal communication skills

Well-developed documentation and time management skills

Requirements

Language Proficiency

Excellent command of English

Regulatory Compliance Requirements

Police Clearance

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
External		
	Statutory Authorities	

Attributes

Behavioural Styles

Accountable Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

Achiever Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.

Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.

Innovative Devises new and creative ways to do things comes up with original ideas.

Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

Forthright Speaks out frankly without hesitation, showing a direct manner.

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Team Enjoys being with others as part of a group or team.

Oriented

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 05 Dec 2022