



## Position Description

Vacancy Title: **Planning and Strategy Implementation Support Staff v (7.00) [Suva]**

Location: **Suva**

Reports To: **None**

### Objective

The Planning and Strategy Implementation Unit is principally responsible for leading and managing the analytical activities supporting the organization's strategic, short-term and long range goal planning function. The role assists Manager Planning & Strategy Implementation and Management with the implementation and coordination of the organizational best practices with the aim of driving a culture of continuous improvement and service excellence. The role is to support the management by having a high strategic sense with strong attention to detail to identify and conduct organizational reviews to identify the business's strengths and weakness and evaluate operational effectiveness. This role will report to Manager Planning & Strategy Implementation.

### Outcomes

#### Organisational Stakeholders

##### 1. Leadership for managing and achieving FPCL's 5 Year Strategic Plan 2019-2023 deliverables

- Lead the delivery of FPCL's 5-Year Strategic plan. Manage and collaborate with FPCL Management and Heads of Department in the implementation of strategic goals.
- Support the development, implementation and management of organization-wide systems and tools for stakeholder management for FPCL Management.
- Conduct business development needs assessments; determine priorities and timelines of recommended deliverables.
- Support all business aspects of the delegated projects including but not limited to strategic planning, management presentation and other project(s) assistance required by FPCL Management.
- Support FPCL Management on the execution of new projects including but not limited to project management, opportunity assessment, financial analysis, reporting, presentation. etc.
- Support FPCL Management in reviewing strategies across all business lines to ensure alignment with the overall company strategies and support/ guide the senior management in accomplishing the executive recommended strategies.

##### 2. Streamlining business process and procedures according to the FPCL Strategic plans

- Leads the research of emerging trends, expansion opportunities, competitive threats and viability of outside business partners.
- Develops recommendations for internal business process improvement.
- Organization developed in accordance with the strategic direction:
  - Sustainability
  - Competitive position improving (market share)
  - Growing image and customer preference (marketing)
- Supporting and guiding the senior management and human capital team in implementing the business strategic development plan.
- Technology-driven efficiency growth within FPCL.
- Facilitation of the development and growth of workforce capability

##### 3. Defining of Organizational Strategic and Corporate Planning Aligning with FPCL future Strategic plans:

- Company's Mission, Vision and Values in Defining of goals set for period.
- Gathering of data on the strengths, weaknesses, opportunities, and threats, to perform analysis indicating development of strategic plan.
- Development of process in reviewing goal achievement to make sure, strategic, and tactical goals are being met.
- Ideally, the plan is reviewed and updated periodically and maintaining of proper strategic planning for future advance growth.

##### 4. Documentations and Guidelines for the Head of Departments

- Updating the scheme of learning, modifying the assessments or introduction of the expected tasks, that aligns with the Head of Departments.
- Be clear on the valuable instructions, that is needed to provide and act as professionals.
- Evaluating department need and implement any changes that is required effectively, aligning the policies and procedures of the company.
- Share you goals with the respective department heads to aim for a future targeted role.
- Providing the link between and among the levels of administration accurately.
- Providing appropriate opportunities for the department heads to participate among the department affairs and orientations.
- Providing leadership, Managing Teaching loads in a fair, Flexible and in a Productive Manner.

##### 5. Procedures development, monitoring and implementation for FPCL Business

- Develop, monitor and implement procedures set in line with the business strategic plans to improve the efficiency of the business and to better meet the needs of both internal and external parties.
- Planning , implementing and managing proposed recommendations and projects for further strategic development at FPCL business and enhance departmental succession plans.
- Analyze the department and business needs and formulates it into effective organizational plans for strategic development.
- Assist and monitor in the policy enforcements with relevant authorities, departments and individual so that processes are followed accurately and transparently
- Review FPCL process and determine the strength, weakness, operational effectiveness and opportunities with areas of improvement as per ISO standards.

#### 6. Unit Planning in the line with FPCL 5 Year Strategic Plan

- Aligning of sense direction, on which FPCL must travel, and aids in establishing realistic objective and goals that are in match in the vision and mission.
- Increase in durability and Sustainability in adapting the changes which will be needed to lead the organization ahead.
- Preparing agenda for convening and charring departmental meetings align with FPCL 's 5-year strategic planning.

#### 7. FPCL's reputation, profitability and performance is supported

- Deadlines and service level agreements met at all times
- High professional standards contribute to the organization's success
- High ethical standards met at all times
- Excellent teamwork aimed to achieve business outcomes efficiently and effectively
- Organization's efficiency and improved productivity supported
- Process/systems improvement initiatives;
- Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods recommended and implemented effectively used to achieve results/ outcomes
  - Review current processes and recommend cost effective ways of performing task
- Explore and benchmark on the best practices being followed by other organization locally and internationally
- Make analysis with recommendation on the best practices that should be adopted by FPCL that will ensure value creation

#### 8. The organization's image and value standards demonstrated and upheld at all times

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders
- Integrity of FPCL is always upheld
- FPCL values is always upheld
- Behave in a respectable manner when attending company functions or representing FPCL on any functions

## Responsibilities - Key Competencies

| Competence             | Description   |
|------------------------|---|
| <b>Business</b>        |   |
| Strategic Development  | Establish the strategic direction and steer the organisation towards its goals                      |
| Business Performance   | Manage the performance of the organisation.   |
| Planning               | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
| Information Analysis   | Make informed decisions by collecting and interpreting data and information                         |
| Documentation          | Communicate using formal business writing.  |
| Communication          | Exchange information through verbal communication   |
| <b>Customer</b>        |   |
| Organisational Values  | Display the organisation's image and value standards.   |
| <b>People</b>          |   |
| Team Orientation       | Work in a team towards a common aim.  |
| Facilitation           | Assist the progress of work ensuring its timely and effective completion.                           |
| Problem Solving        | Develop practical solutions to a situation.   |
| Innovation             | Use original and creative thinking to make improvements and/or develop and initiate new approaches. |
| <b>Professional</b>    |   |
| Technology Application | Apply technology.   |

## Qualifications

| Qualification    | Discipline  | Notes |
|------------------|---|-------|
| <b>Preferred</b> |   |       |
| Degree           | Business Administration,<br>Business and Management |       |

| Qualification                             | Discipline          | Notes  |
|---|---------------------|--|
| <b>Desirable</b>                          |                     |  |
| Higher Degree incl. Post Grad Cert or Dip | Business Management | Business Management, Business and Management or Commerce or Project Management or Business Studies |

## Work Knowledge and Experience

Minimum of 3 years of experience in the similar role.

Demonstrated success in leading business strategy development and knowledge in Marine/ Port Industry.

Excellent oral and written communication skills, with the ability to communicate information in a clear and concise manner

Strong interpersonal skills, including the demonstrated ability to work effectively with members of organizational Executive management, colleagues, business partners, prospects and community stakeholders

## Requirements

### Language Proficiency

Coordination and organizational skills

Good report writing and presentation skills

Successful completion of Level 2 Speaking and Writing Test

### Professional Associations

Membership of appropriate Professional Institutions relating to management, strategy and marketing

### Regulatory Compliance Requirements

OHS

### Skills Assessment

Analytical and Critical thinking skills

Strong Records Management Skills Excellent customer service skills

## Other Required Requirements

No other required items found.

## Interactions

| Type            | Interaction             | Comments |
|-----------------|-------------------------|----------|
| <b>Internal</b> |                         |          |
|                 | All staff               |          |
|                 | Board of Directors      |          |
|                 | Chief Executive Officer |          |
| <b>External</b> |                         |          |
|                 | Customers/Clients       |          |

## 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.

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

Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

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

Realistic Shows concern for facts and reality, rejecting the impractical.

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.

Decisive Reaches conclusions, promptly and firmly.

Initiative Takes action and makes decisions without the help or advice of other people.

## How To Apply

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## Contact for Enquiries

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**Closing Date:** 28 Mar 2025