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## Position Description

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Vacancy Title: **Learning & Development Coordinator**

Location: **Nadi**

Reports To: **None**

### Objective

The Learning & Development (L&D) Coordinator at Fiji Airports plays a crucial role in strengthening organisational capability by bridging strategic goals and operational execution, ensuring that learning programs align with organisational objectives and are delivered effectively. This includes planning and delivering training programmes, building employee capability, aligning initiatives with strategic goals, ensuring compliance with industry regulations, and integrating training into the overall people strategy. This role reports to the Manager, People, Organisational Development & Culture (PODC).

### Outcomes

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#### Organisational Stakeholders

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##### 1. Training Needs Analysis & Planning

- Department and organisation-wide Training Needs Analysis (TNA) conducted and approved annually to ensure training requirements are accurately identified.
- Annual Learning & Development plans developed and implemented based on TNA findings to align training efforts with organisational needs.
- Internal departments engaged to assess training needs and align learning initiatives with organisational goals.
- Training effectiveness evaluated using feedback and performance metrics to drive continuous improvement.
- Emerging trends in L&D researched and integrated to enhance training methodologies.

##### 2. Budget and Reporting

- Training Plan for the upcoming year approved by December to ensure proactive learning and development strategies.
- Centralised Training Budget prepared, approved, and effectively managed to optimise resource allocation.
- L&D budget collated and monitored to ensure efficient resource allocation.
- Monthly and annual Learning & Development reports prepared and analysed to track progress and impact.

##### 3. Accreditation & Grant Claims

- Accreditation process for internal training courses led and successfully completed to meet regulatory standards.
- At least 90% of Grant Claims for all facilitated trainings submitted to maximise financial support opportunities.
- Fiji Airports' transition to Method A: Systematic Approach to Training facilitated to enhance training structure and efficiency.
- Documentation for FNU grant approvals and applications prepared and submitted on time to secure funding.

##### 4. Policy Development and Standardisation

- Training Policy and Standard Operating Procedures reviewed, updated, and approved regularly to maintain alignment with best practices.
- L&D Policy for Fiji Airports reviewed and updated to align with best practices.

##### 5. Talent Nurturing and Capacity Building

- Talent Nurturing Programme developed and implemented to ensure the continuous development of high-potential employees.
- Structured learning pathways and career development opportunities supported to enhance employee growth.
- Pool of registered Resourceful Personnel, Training Instructors, and Training Officers developed and maintained to strengthen internal training capabilities.
- Partnerships with external training providers established and maintained to deliver high-quality, accredited training programmes.

##### 6. Training Programs Coordination & Compliance

- Internal and external training programmes planned, coordinated, and executed to ensure timely delivery and regulatory compliance.
- Induction Training for all new employees completed 100% to ensure seamless onboarding and role readiness.
- Training calendars and reports maintained and regularly updated to provide leaders with real-time training status visibility.
- Fiji Higher Education's Record of Learning Database accurately managed for all FA Aviation Academy courses to ensure compliance and accreditation.
- Comprehensive database of all training courses conducted at Fiji Airports maintained for knowledge management and reference.
- Consolidated Corporate Training Manual created and kept up to date to provide structured learning guidelines.
- High-quality, accredited courses ensured through working with external training providers.
- Resource Management for training materials, digital content, and equipment using a Learning Management System (LMS) or other learning platforms supported by the necessary tools and content

##### 7. Teamwork & Professionalism Upheld

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- Professional conduct is consistently maintained with all stakeholders, fostering positive internal and external relationships.
- Collaboration with other departments is proactive, supporting cross-functional coordination.
- All assigned duties are carried out diligently and professionally, contributing to the success of the organisation.

#### 8. Fiji Airport's image and value standards demonstrated and promoted

- Uphold and demonstrate the organisation's image and values
- Monitor and encourage team members to uphold image and value standards

## Responsibilities - Key Competencies

Competence	Description
<b>Business</b>	
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
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>	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
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.
<b>People</b>	
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Learning	Develop the competencies of self and others to enhance performance.
<b>Professional</b>	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Human Resource Management	or related field.

## Work Knowledge and Experience

- 5-8 years' experience in learning, development and training.
- Experience in designing and implementing training programs.
- Proven experience in managing training budgets, schedules, and reporting.
- Excellent written and verbal communication skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).

## Requirements

### Language Proficiency

Excellent command of English

### Professional Associations

Membership of appropriate Professional Institution

### Regulatory Compliance Requirements

ToTs Certified.

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		

Type	Interaction	Comments
	All employees	
	Management Team	
<b>External</b>		
	Fiji National University (FNU) – Grants and Levy Section	
	Regulators	

## Attributes

### Behavioural Styles

Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Energetic	Constantly active and driven to put in effort. Works hard to promote an enterprise.
Innovative	Devises new and creative ways to do things comes up with original ideas.

### Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

## How To Apply

To apply, please submit your CV and a cover letter explaining your interest in this position and highlighting your relevant experience. Please include three professional referees. Applications must be submitted through the link provided. Emailed applications will not be accepted.

## Contact for Enquiries

Contact Name: HCM Consultant

Contact Email: [jobs@maxumise.com](mailto:jobs@maxumise.com)

Further Contact Information: Maxumise Office Ph: 330 3137 | 773 1337

**Closing Date: 27 Apr 2025**