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## Position Description

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Vacancy Title: **Employee Engagement Champion [Suva]**

Location: **Suva**

Reports To: **None**

### Objective

The Employee Engagement Champion is responsible for cultivating a positive workplace culture and enhancing employee experience across the organization. This role will develop and implement strategies to increase engagement, measure satisfaction, and create meaningful connections among team members through various initiatives and events.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Strategic Engagement Leadership

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- Design comprehensive engagement strategy aligned with organizational values
- Set measurable engagement targets and budgets
- Implement initiatives that demonstrably improve employee satisfaction and retention

##### 2. Employee Feedback Management

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- Develop and administer regular engagement surveys with high participation rates
- Analyze survey data to identify trends, opportunities, and areas for improvement
- Create action plans based on feedback and track progress on implementation
- Establish effective channels for ongoing employee feedback and suggestions

##### 3. Company Culture Enhancement

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- Collaborate with departments across the organization to reinforce cultural initiatives
- Monitor and encourage all team members to uphold company values and standards
- Design and implement programs that embody and strengthen organizational culture
- Serve as a visible champion for company values in all interactions

##### 4. Event Planning and Execution

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- Plan and deliver engaging company-wide events that foster connection
- Organize team-building activities that improve cross-functional collaboration
- Create meaningful recognition celebrations for achievements and milestones
- Manage event budgets effectively and measure participant satisfaction

##### 5. Wellness Program Coordination

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- Design holistic wellness programs supporting physical and mental wellbeing
- Achieve strong participation rates in wellness activities
- Measure the impact of wellness programs on employee satisfaction and productivity

##### 6. Cross-Functional Collaboration

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- Work collaboratively with all departments to achieve engagement goals
- Serve as a resource for managers seeking to improve team engagement
- Facilitate cooperation between teams and departments on engagement initiatives
- Build strong relationships across the organization to champion engagement efforts

### Responsibilities - Key Competencies

Competence	Description
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#### Business

Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

#### People

Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Innovation	Use original and creative thinking to make improvements and/or develop and initiate new approaches.
Self-Management	Manage your priorities and objectives efficiently and effectively

#### Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
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## Qualifications

Qualification	Discipline	Notes
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#### Preferred

Degree	Administration, Business and Management, Human Resource Management
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## Work Knowledge and Experience

- At least 2 years of experience in employee engagement, HR, internal communications, or similar roles
- Demonstrated success in planning and executing engagement initiatives or company events
- Strong interpersonal skills with the ability to connect with employees at all levels
- Excellent written and verbal communication skills
- Data analysis capabilities to interpret survey results and measure program effectiveness
- Creative problem-solving and innovative thinking
- Project management skills with ability to manage multiple initiatives simultaneously
- Knowledge of engagement measurement tools and survey methodologies
- Enthusiastic and positive attitude
- Empathetic listener with genuine interest in employee concerns
- Passionate about creating an inclusive workplace culture

## Requirements

#### Language Proficiency

- Excellent command of English
- Fluency in both written and spoken English

#### Regulatory Compliance Requirements

- Available to work on a roster basis covering 365 days a year.. Excellent communication skills (verbal and written). Maintains expert-level awareness of product, system, and client updates.

## Other Required Requirements

- No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All employees	

## Attributes

#### Interpersonal Styles

Consensus seeker	Works to achieve group solidarity and general agreement and harmony.
Empathic	Has the ability to understand somebody else's feelings or difficulties.
Extrovert	Outgoing and showing interest in events going on around them, particularly people, new experiences and changing situations.
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Self-sufficient and assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities.
Team Oriented	Enjoys being with others as part of a group or team.
Trusting	Places confidence in others without misgivings, relying on their ability, character, and truthfulness.

#### Thinking Styles

Abstract/conceptual thinker	Creates abstract or generic ideas generalised from particular instances.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Decisive	Reaches conclusions, promptly and firmly.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.
Imaginative	Generates ideas and images, showing creativity.
Initiative	Takes action and makes decisions without the help or advice of other people.
Reflective	Takes a thoughtful and deliberative approach.
Well organised	Controls tasks in a well thought out and critical manner.

#### How To Apply

All applications to be submitted via the below link; <https://jobs.hrmonise.com/details/3771/centrecom-fiji/employee-engagement-champion-suva-April2025>

#### Contact for Enquiries

Contact Name: Farhana Hakim

Contact Email: [Vacancy@centrecom.com.fj](mailto:Vacancy@centrecom.com.fj)

Further Contact Information: --

**Closing Date: 09 May 2025**