
Position Description

Vacancy Title: **Learning & Development Coordinator**

Location: **Nadi**

Reports To: **None**

Objective

The Learning & Development (L&D) Coordinator is responsible for planning and delivering initiatives that build organisational capability and support Fiji Airports' strategic objectives. The role works closely with the Leadership Team, Department Heads, and Instructors to ensure training needs are met, the annual training plan and budget are developed, and L&D systems, policies, and records are maintained. Reports to the Manager People, Organisation Development & Culture (MPODC).

Outcomes

Organisational Stakeholders

1. Training Program Coordination and Compliance

- Internal and external training and development programs planned, coordinated, and executed with timely delivery and compliance with legal, safety, and regulatory requirements ensured.
- Fiji Higher Education's Record of Learning Database for all courses maintained.

2. Training Accreditation and Documentation

- Accreditation process for internal training courses led with maintained compliance and up-to-date records.
- Documentation for FNU grant approvals and applications prepared.

3. Employee Development and Support

- Training needs identified through feedback, performance evaluations, and operational requirements.
- Employee progression and career development supported through tailored learning paths.

4. Talent Nurturing Program

- Talent Nurturing Program framework and policies developed and implemented.
- Accurate database of all training courses maintained.

5. Training Needs Analysis and Planning

- Training Needs Analysis updated and aligned with individual and organizational needs.
- Annual Learning & Development plans based on TNA findings developed and executed.

6. Budget and Policy Management

- Learning & Development budget collated and monitored for efficient resource allocation.
- Learning & Development Policy reviewed and updated aligning with best practices.

7. Reporting and Collaboration

- Monthly and yearly reports for L&D prepared analyzing training effectiveness.
- Collaboration with other departments and external training providers to deliver high-quality, accredited courses ensured.

8. Continuous Improvement

- Effectiveness of training programs evaluated and improvements suggested.
- Trends and best practices in L&D implemented to enhance employee learning experiences.

9. Administrative Support

- Training memo prepared and submitted for approval.
- Trainings coordinated with arranged materials, venue setup, and logistics.

10. Fiji Airport's image and value standards demonstrated and promoted

- Integrity modelled in all actions, ensuring behaviour reflects Fiji Airports' ethical and professional standards.
- Collaboration promoted across teams and stakeholders, strengthening internal and external relationships.
- Customer-centric approach delivered, enhancing guest experience and reinforcing the organisation's reputation.
- Innovation supported, contributing ideas and practices that advance operational excellence.
- Sustainability and inclusivity demonstrated, reflecting Fiji Airports' values in everyday work.
- Fiji Airports' image upheld, acting as an ambassador for the organisation as the "World Class Aviation Hub for the Blue Pacific".

Responsibilities - Key Competencies

Competence	Description
Business	
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.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
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	
Team Orientation	Work in a team towards a common aim.
Learning	Develop the competencies of self and others to enhance performance.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Human Resource Management	or a related field.

Work Knowledge and Experience

- Proven experience managing training budgets, schedules, and reporting.
- At least 5-8 years' work experience in learning, development, and training.
- Experience designing and implementing training programs or learning frameworks.
- Knowledge of Training Needs Analysis and Curriculum Development.
- Good database management knowledge and skills.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint) Computer literacy in MS Office applications.

Requirements

Language Proficiency

- Excellent command of English

Professional Associations

- Membership of appropriate Professional Institution

Regulatory Compliance Requirements

- Police Clearance

Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All employees	
	Management Team	
External		
	Statutory Authorities	
	Suppliers	

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.
- Enthusiastic Shows high levels of excitement and interest, and expresses positive feelings.
- 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

- Empathic Has the ability to understand somebody else's feelings or difficulties.
- Perceptive Shows keen insight and understanding of issues or situations.
- Team Enjoys being with others as part of a group or team.
- Oriented

Thinking Styles

- Conscientious Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
- 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: Leonarda Patterson

Contact Email: leonarda@maxumise.com

Further Contact Information: Maxumise Office Ph: 3303137 | 7733137

Closing Date: 26 Oct 2025