

## Position Description

Vacancy Title: **Employee Relations Coordinator**

Location: **Nadi**

Reports To: **None**

### Objective

The Employee Relations Coordinator collaborates with management to maintain positive union relations and lead initiatives that strengthen employee engagement and organisational culture. The role applies innovative tools and techniques to enhance workforce productivity and continuously improve HR policies and procedures in alignment with world-class practices. The role reports to the Manager People, Organisation Development & Culture (MPODC).

### Outcomes

#### Organisational Stakeholders

##### 1. Employee Engagement and Culture Transformation

- Employee engagement programs designed, planned, and executed aligning with organizational goals.
- Employee surveys developed and implemented to gather feedback on workplace satisfaction.
- Survey data analyzed to identify trends and areas for improvement.
- Open communication and transparency promoted through platforms created for employee feedback.
- Employee recognition programs organized and managed.

##### 2. Employee Development and Training

- Needs assessments conducted to identify training requirements.
- Training programs developed and scheduled based on identified needs.
- Effectiveness of training programs evaluated and necessary adjustments made.
- Career development plans for employees created and communicated.

##### 3. Wellness and Work-Life Balance

- Wellness initiatives developed and coordinated to support physical and mental health.
- Staff welfare monitored and acted upon through regular check-ins and surveys.
- Safe and secure work environment promoted by ensuring compliance with safety regulations.

##### 4. Policy Development and Compliance

- HR policies influenced and reviewed across all HR functions through regular audits and gap analyses.
- Compliance with industry regulations and internal standards ensured by updating policies accordingly.
- HR policies consistently monitored and applied across the organization.

##### 5. Employee Relations and Conflict Resolution

- Workplace conflicts assisted in resolution through mediated discussions.
- Positive and respectful work environment promoted through conflict resolution training programs.
- Employee relations cases tracked and reported to identify trends and recommend improvements.

### 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.

Competence	Description
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
<b>People</b>	
Team Orientation	Work in a team towards a common aim.
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.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Other		Bachelor’s Degree in Human Resources, Business Administration, or related field.
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Human Resource Management	

Work Knowledge and Experience

- 5-8 years of experience in Employee Relations and Industrial Relations.
- Strong interpersonal and relationship-building skills.
- Experience with analytical and problem-solving skills.

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
<b>Internal</b>		
	All employees	
	Management Team	
<b>External</b>		
	Suppliers	
	Statutory Authorities	
	Unions	

Attributes

<b>Behavioural Styles</b>	
Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
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.
<b>Interpersonal Styles</b>	

Empathic	Has the ability to understand somebody else's feelings or difficulties.
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

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Disciplined/Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach.
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](mailto:leonarda@maxumise.com)

Further Contact Information: Maxumise Office Ph: 3303137 | 7733137

**Closing Date:** 26 Oct 2025