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## Position Description

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Vacancy Title: **Manager Human Resources**

Location: **Yaqara**

Reports To: **AVP Finance, HR and Administration**

### Objective

The Manager Human Resources leads the operational delivery of HR services to support workforce productivity and organisational performance, aligned with the people strategy. The role provides leadership and governance across core people processes, ensuring compliant employee relations and effective day-to-day workforce management. This role reports to the AVP Finance, HR, and Administration.

### Outcomes

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#### Organisational Stakeholders

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##### 1. Organisational Development

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- Delivery of high-performing teams through training, development, and Leadership programs.
  - Implementation of HR training and development program frameworks that enhance business-wide capability and competency building.
  - Strategic execution of outcomes from the 9-box talent model to identify, recognize, and develop top-tier talent and succession pipelines.
  - Support for the group talent map and top team talent map development to categorize and value high-potential employees.
  - Continuous advancement of programs designed to upskill managers and employees in alignment with business expectations.
  - Partnership with leaders on the annual skills matrix outcomes for hourly employees to close operational skill gaps.
  - Improvement of site operations and safety in tandem through the support of organizational quality, safety, and environmental initiatives.
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##### 2. Effective Employee and Industrial Relations (ER/IR)

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- Development and implementation of IR strategies providing industrial and employee relations leadership.
  - Promotion of collaboration and conflict resolution through effective union relationship management and strategies for workplace harmony.
  - Provision of expert counsel on disciplinary actions to ensure legal risk mitigation and internal consistency.
  - Execution of formal employment outcomes, including workplace investigations and disciplinaries.
  - Identification of IR trends and resolutions through the delivery of high-quality HR metrics and decision support.
  - Management and administration of wellness initiatives to ensure compliance and optimize employee satisfaction.
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##### 3. Performance Management and Improvement

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- Leadership of cross-business problem-solving, and facilitation of improvement teams, to drive performance.
  - Management and facilitation of HR performance review discussions and programs across all departments.
  - Management of the annual performance appraisal process at all levels.
  - Measurement of HR target improvements, specifically regarding absenteeism rates and employee turnover trends.
  - Collaboration with business support to deliver appropriate frameworks and analytics as required by the Leadership Team.
  - Effective peer-level operation within the Leadership Team to influence organizational outcomes and address roadblocks creatively.
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##### 4. HR operations management

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- Administration of the benefits program to ensure compliance and optimize employee satisfaction.
  - Management of HR systems and data to streamline processes and lead HR policy implementation.
  - Oversight of rosters and payroll processes to ensure full legal compliance and operational effectiveness.
  - End-to-end management of the immigration process for expatriates, including relocation services.
  - Preparation and management of departmental budgets and forecasts to ensure financial alignment.
  - Monitoring of HR costs versus budget to meet long-term business performance targets.
  - Maintenance of HR record-keeping compliance and administration team effectiveness.
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##### 5. HR Team Leadership and Management

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- Leadership and development of the HR team to ensure consistent, professional HR support to the business across multi-site operations.
  - Establishment and maintenance of clear role clarity, accountability, and decision rights within the HR team, including application of RACI principles.
  - Management of HR team performance, including goal setting, coaching, feedback, and structured development planning.
  - Management of HR team capacity, workload allocation, and prioritisation to ensure effective coverage and responsiveness to business needs.
  - Promotion of a collaborative, accountable, and values-aligned HR team culture, supporting continuous improvement and professional HR practice.
  - Governance and oversight of HR team compliance practices, ensuring legislative knowledge, policy application, and professional standards are maintained across the HR function.
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##### 6. Remuneration and Benefits

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- Effective application of approved remuneration and benefits frameworks, ensuring consistency, internal equity, and compliance with organisational guidelines and statutory requirements.
- Administration and oversight of remuneration and benefits processes, supporting accurate implementation, employee understanding, and operational effectiveness.
- Preparation of remuneration recommendations for new positions, ensuring alignment with approved remuneration frameworks, internal equity, and market benchmarks.
- Support for remuneration-related reviews and cycles, including provision of data, analysis, and advice within approved parameters to enable informed decision-making.
- Maintenance of remuneration and benefits data integrity, ensuring accurate records, reporting, and audit readiness.

## 7. NWVL's Values and Culture Demonstrated and Promoted

- Organisational values and professional standards are demonstrated consistently.
- A positive and respectful working environment is influenced and maintained.
- Collaborative behaviours are encouraged to support workplace harmony and organisational outcomes.

## Responsibilities - Key Competencies

### Competence

### Description

#### Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

#### People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.

## Qualifications

### Qualification

### Discipline

### Notes

#### Preferred

Degree	Human Resource Management & Employment Relations	or HR related field.
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#### Preferred

Higher Degree incl. Post Grad Cert or Dip	Business Administration, Human Resources
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## Work Knowledge and Experience

- 5–10 years' demonstrable HR experience, including labour relations.
- Degree-qualified, preferably with Manufacturing experience or equivalent.
- Excellent leadership, communication and interpersonal skills with all levels of employees and external partners.
- Proven background in Organisational Development, specifically in driving capability frameworks, talent mapping, and succession planning.
- Demonstrated experience in Remuneration and Benefits management preferred.
- Technical knowledge of HR laws, statutory regulations, and standard policy implementation.
- Proven experience leading and developing an HR team, including performance management and retention, to support effective HR service delivery.

## Requirements

### Language Proficiency

- Excellent command of English

### Professional Associations

- Member of Human Resources Institute of Fiji

## Other Required Requirements

### Key Performance Indicators (KPIs):

- Absenteeism rate and employee turnover trends.
- Actual HR cost versus budget.
- Efficiency and effectiveness of HR systems and processes.
- Training adherence and HR record-keeping compliance.

Domestic travel to support multi-site operations is required (Yaqara and Lautoka), as well as international travel.

Afterhours flexibility required

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	All Employees	
	Executive Management	
	Senior Leadership Team	
<b>External</b>		
	Statutory Authorities	
	Stakeholders	
	Trade Union Officials	
	Ministry of Labour	

## 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.
- Detail oriented Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Innovative Devises new and creative ways to do things comes up with original ideas.

### Interpersonal Styles

- 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.
- 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 cover letter addressing the role's critical competencies, a current CV, and contact details for three professional referees via our online job portal. Please note that only applications submitted through the portal will be considered; emailed submissions will not be accepted, and only shortlisted candidates will be contacted.

## Contact for Enquiries

Contact Name: Leonarda Patterson

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

Further Contact Information: Maxumise 3303137 | 7733137

**Closing Date:** 15 Feb 2026