

Position Description

Vacancy Title: **General Manager, Human Resources (The Hot Bread Kitchen)**

Location:

Reports To: **None**

Objective

The General Manager Human Resources provides executive leadership of Hot Bread Kitchen's people strategy, ensuring workforce capability, organisational culture, employee engagement, performance, compliance, succession, and workforce productivity support the Company's growth, profitability, operational excellence, and customer service objectives. The position leads all human resource functions across retail branches, manufacturing facilities, distribution operations, and support services. The role is accountable for establishing a high-performing, values-driven workplace culture where accountability, career progression, professional development, and operational excellence are achieved through effective people practices. The General Manager Human Resources acts as the principal adviser to the Managing Director and Board on workforce strategy, organisational design, people risk, employee relations, culture, succession planning, workforce capability, and employment compliance. The Hot Bread Kitchen is entering its next phase of expansion. Join us as General Manager Human Resources and shape the workforce, leadership capability and culture required to deliver this growth.

Outcomes

Organisational Stakeholders

1. People Strategy and Business Alignment Achieved
2. Workforce Planning and Organisational Capability Strengthened
3. Recruitment, Selection and Onboarding Delivered
4. Employee Relations and Workplace Issues Resolved
5. Employment Compliance and HR Governance Maintained
6. Performance Management and Accountability Embedded
7. Learning, Leadership and Capability Developed
8. Culture, Engagement and Change Implementation Strengthened
9. Remuneration, Benefits and Workforce Costs Controlled
10. HR Operations, Information and Reporting Delivered
11. Wellbeing, Safety and Attendance Supported
12. HR Leadership and Department Performance Delivered
13. Decision-Making Authority Exercised

Responsibilities - Key Competencies

Competence

Description

Business

Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.

Competence	Description
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Communication	Exchange information through verbal communication
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Organisational Values	Display the organisation's image and value standards.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
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.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Business Administration, Human Resources/Personnel	Postgraduate qualification in Human Resource Management, Business Administration, Employment Relations or a related discipline.
Desirable		
Masters Degree	Business Administration, Human Resources/Personnel	Master of Business Administration (desirable).

Work Knowledge and Experience

At least 10 years of progressive human resource management experience.

At least 5 years of senior HR leadership or management experience.

Experience leading HR services within a large, multi-site or operational workforce.

Experience in employee relations, conduct and discipline, grievances and workplace investigations.

Experience in employment compliance within Fiji employment requirements.

Experience in workforce planning, organisational design, succession and talent planning.

Experience in performance management frameworks and underperformance management.

Experience developing and delivering learning, leadership and capability development programs.

Experience in organisational culture, employee engagement and change management.

Experience managing an HR function, HR employees, departmental budgets and workforce costs.

Experience advising executive management on complex workforce matters.

Experience using HR information systems, workforce analytics and workforce reporting.

Industry experience in retail, food production, manufacturing, hospitality, FMCG or distributed operational environments (desirable).

Requirements

Professional Associations

Membership of a recognised HR professional body

Other Required Statements

No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	Management Team	
	Executive Management	
	Country General Manager	
	Department Heads	

Type	Interaction	Comments
	Finance Team	
	All employees	
External		
	Government agencies	
	Employment and Labour Authorities.	
	Recruitment and HR Service Provides.	
	Training Institutions and Education Providers.	
	External Auditors.	
	Medical and Employee Support Providers.	

Attributes

Behavioural Styles

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.

Interpersonal Styles

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

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.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

Contact for Enquiries

Contact Name: Kelera Babitu

Contact Email: kelera@maxumise.com

Further Contact Information: --

Closing Date: 08 Aug 2026