



## Solomon Islands National University Job Description

Title	Director Human Resources
Incumbent Name	
School/Division	Human Resource Department
Band	5.1
Category	Administration
Reports to	Vice-Chancellor
Location/Campus	Kukum
Positions Supervised	All other Staff of the Human Resources Department

### Summary of Duties

The Director Human Resources originates and leads Human Resources practices and objectives that will provide an employee-oriented; high performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a superior workforce.

The Director Human Resources is responsible for the development of processes and metrics that support the achievement of the University's business goals, manages the implementation and provision of the overall Human Resource services, policies, and programs through the Human Resources staff; reports to the Vice-Chancellor; and assists and advises senior management of the University about Human Resources issues.

### Main Duties and Responsibilities

Key tasks	<p><b>Leadership</b></p> <ul style="list-style-type: none"><li>• Manages and provides leadership on all aspects of HR operational functions including areas of OH&amp;S, Rehabilitation, Industrial Relations, Personnel, Recruitment and staff selection and EEO. Provide regular reports to relevant stakeholders on these matters.</li><li>• Manages the implementation of University HR Policies, programs, industrial awards and enterprise agreements.</li><li>• Analyses HR needs and articulates them to University Executive.</li><li>• Provides timely and appropriate advice on all HR matters to senior management and Council.</li><li>• Oversees the successful resolution of staff discipline and grievance issues</li><li>• Develop, implement and monitor appropriate EEO management strategies to facilitate the development of a fair and open workplace environment.</li></ul> <p><b>Business planning, reporting and management</b></p> <ul style="list-style-type: none"><li>• Leads the development and direct the implementation of human</li></ul>
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## Dimensions

resource strategies and plans for the University to enable the effective development and delivery of programs and services

- Provides leadership on all workforce planning issues and aspects
- Develop and implement performance management systems, in consultation with stakeholders within the University and externally as required
- Develop business reporting metrics for Human Resource Management activity and ensure continued development of regular reports
- Develop and manage the HR department budget
- Provides guidance on staff establishment budget and management thereof

### **People management and teamwork**

- Builds communication and networks with all University stakeholders, including unions, ministerial representatives and service providers.
- Ensures the provision of development opportunities for management and staff to ensure compliance and performance excellence.
- Builds and maintains an effective HR team by providing strong leadership, direction, mentoring and training

### **Quality Assurance and customer satisfaction**

- Develops strategies to monitor and improve policies, procedures and customer service standards in all aspects of HR management
- Ensures the development and implementation of effective HR information and data management systems
- Oversees the development of quality based HR policies and procedures and continuously review and improve these in response to the needs of the University's staffing requirements.

### **Problem solving and impact**

- Decides on the appropriate systems that will ensure data is accurately stored and accessible for future reference.
- Resolves problems affecting staff in accordance with University regulations whilst mitigating industrial relations exposure
- Contributes to decisions, which have an impact on staff and employment conditions
- Provides advice on critical operational HR issues such as industrial relations, recruitment, talent development, succession planning and performance management.

### **Resource management**

- Manages the overall Human Resources Department budget and contributes to the development of the staff establishment budget and workforce planning across the entire University
- Participates in the University's strategic planning processes

	<ul style="list-style-type: none"> <li>• Participates in the management of quality, audit and other external assessments.</li> </ul> <p><b>Working Environment</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for conducting risk assessments and reducing workplace hazards</li> <li>• Engages in continuous professional development.</li> <li>• Understands and applies the principles of equality of opportunity in an academic context.</li> </ul> <p><b>Decision making Authority</b></p> <ul style="list-style-type: none"> <li>• Allocates team workload and manages team performance</li> <li>• resolves staff and stakeholders complaints</li> <li>• provides advice to Management and Stakeholders on matters affecting the Human Resources Department</li> <li>• Approves selection reports for positions below salary level of position holder</li> <li>• Determines priorities for senior management and HR team</li> <li>• Determines the best approach to deal with complex grievance and discipline issues that have significant industrial relations impact</li> <li>• Participates in approvals for recruitment of personnel salaries at management level and below</li> </ul>
Key Performance Indicators	<ul style="list-style-type: none"> <li>• Manages budget expenditure within allocation</li> <li>• Manages HR business planning cycle</li> <li>• Contributes to collegiate activities</li> <li>• Contributes to government, community and other external agencies</li> </ul>
General Responsibilities	<ul style="list-style-type: none"> <li>• Adheres to the University's Equal Opportunities policy in all activities, and to actively promotes equality of opportunity wherever possible.</li> <li>• Develops, Implements and monitors appropriate EEO management strategies to facilitate the development of a fair and open workplace environment.</li> <li>• Is responsible for own health and safety and that of colleagues</li> <li>• Undertakes other duties as may be reasonably expected.</li> <li>• Provides a healthy and comfortable working environment</li> </ul>
Qualifications required	<p>Must have a Master's Degree in a relevant field of study such as: Human Resource Management, Business Administration.</p>
Experience	<p><b>Essential to the position:</b> Must have....</p> <ul style="list-style-type: none"> <li>• A minimum of 10 years work experience in a senior management position, with at least five years of human resource management, managerial and leadership in a developing country University context.</li> <li>• Demonstrated skills in identification, development and implementation</li> </ul>

of human resources management strategies and practices that contribute to the strategic and business objectives of an organization.

- Demonstrated high level of conceptual, analytical and problem-solving skills that enable:
  - Research into complex human resource issues; and
  - Interpretation, review and implementation of human resource policies.
- Demonstrated high level of interpersonal skills that enable:
  - Development and delivery of University training and development programs;
  - Provision of quality consultancy services to managers and staff; and
  - Development of effective working relationships in team environment.
  - Demonstrated ability to research and write complex documents and submissions relevant to different human resource policies and practices.
- Must have sound knowledge of Equal Employment Opportunity, Labour Laws of Solomon Islands and Workplace Health and Safety and the ability to incorporate these principles in the workplace.
- Demonstrated ability to work under minimum supervision
- Have good office organisational management and administrative skills.
- Be computer literate.
- Proven ability to lead high functioning teams

**Desirable for the position:**

- Higher degree in HR
- Appropriate qualifications in HR field
- Knowledge of Human Resources Information Systems
- Experience in developing and delivering talent management activities
- Experience in implementing and monitoring EEO

Any other relevant information  
Most frequent Contacts

**Vice-Chancellor and senior management group**

- Providing strategic advice
- Providing management reports
- Providing advice on HR unit performance

**Staff**

- Providing advice on all HR issues
- Developing appropriate development programs

**Students**

- Grievance and complaints resolution

**Unions**

- Industrial relations matters

## Document History

Approval Date/ Date of Classification	
Review Date	
Revision History	

## Signatures

Vice Chancellor	
Employee	
HR	



## **Solomon Islands National University**

### **Terms and Conditions for Band 5 of the University Salary Structure**

<b>Employment Type:</b>	Three (3) years Fixed Term
<b>Salary:</b>	Range between <b>SBD\$164,000 – SBD\$236,000</b> per annum gross before tax, commensurate with the University's Qualification Requirements and Relevant experience.
<b>Gratuity:</b>	15% of annual salary per annum. This is paid to employee bi-annually, in June and December.
<b>Housing Allowance:</b>	University Housing or Market rental at value to be determined by University according to University Housing Policy.
<b>Annual Leave:</b>	30 Calendar Days per annum.
<b>Leave Passage:</b>	Entitled to annual return fares for employee and legal dependants to registered home or country of the employee.
<b>Other benefits:</b>	Other conditions and benefits according to SINU Staff terms and conditions of Employment

***Note: Successful applicant is required to produce a police clearance and medical certificate prior to taking up the position.***