



Solomon Islands National University

Job Description

Title	Human Resource Officer (HRO) – Training and Development
Incumbent Name	Vacant
School/Division	Human Resource Division
Band	Band 2
Category	Compensation Management and Benefits/ HR Development and Organisational Development
Reports to	Senior Human Resource Officer (SRO) – Staff Development
Location/Campus	Kukum/Panatina
Direct reports	None

Summary of Duties

The HRO (Training and Development) will assist the (SRO) Staff Development in performing the following duties;

- To assist in providing quality oriented client service delivery to all Schools/Sections/Departments/Units of the University on all SINU Staff Development Services.
- To ensure resolutions passed by the Staff Development Committee are implemented.
- To contribute to the development, implementation and review of Staff Development policies, practices and procedures that fit with the University's overall business strategies through Schools/Divisions.
- To ensure quality checks are carried out at all levels in carrying out of the Staff Development Services.
- Provide support for the work of staff training and development that contributes to the achievement of SINU mission to improving the efficiency or work practices, increasing job satisfaction and improving staff morale.

Main Duties and Responsibilities

Key tasks	<p>Document key tasks in the following sections where they apply.</p> <p>Administration.</p> <ul style="list-style-type: none"> • Assist to develop and review Staff Development Policy in consultation with Staff Development Committee, HRD, and Management. • Assist to carry out secretarial requirements to the Staff Development Committee. • Assist to administer bonding agreements prior to staff's overseas full time training and in country full time training. • Assist to follow up and provide the Staff Development Committee with monitoring and study progression reports concerning the status of their training. • Assist and follow up in liaison with Heads of Schools/Divisions on work performance and post incentive awards. • Answering queries relating to staff development policies and related HR procedures and practices. • Assist to liaise with other educational institutions/authorities for SINU staff short term training needs. <p>Business planning, reporting, and management.</p> <ul style="list-style-type: none"> • Support monitoring, maintaining, reviewing and updating of long term and short term Staff Development Plans in liaison with each School and Division. • Assist to coordinate the preparation of the Staff Development budget for staff
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Dimensions	<p>development on an annual basis.</p> <ul style="list-style-type: none"> • Assist to prepare and furnish to the Staff Development Committee and Human Resource Manager quarterly progress reports. • Management of Staff skills inventory data. <p>Quality Assurance and Customer Satisfaction Support initiating the development and recommendation of Staff Development Strategies, polices, and practices to promote staff capacity, employee commitment, competence, motivation and performance that facilitate the achievement of the University’s business objectives.</p> <p>Initiative</p> <ul style="list-style-type: none"> • Assist the SRO Staff Development in Initiating, and reviewing of Staff’s annual stipend for SINU’s own scholarships. • Assist SRO to Initiate and develop in house training programs for the management team, middle managers of divisions/Schools and staff members of SINU on SINU polices. • Assist to develop and initiate the induction/orientation programmes for newly recruited staff members to SINU.
	<p>Problem solving and impact</p> <ul style="list-style-type: none"> • To assist in resolving problems affecting the management of day to day business in accordance with University regulations. • To assist in making decisions regarding the operational aspects Administration and Human Resource Management within the University • To make decisions, that has an impact on Staff Development related issues in accordance with the Staff Development Policy, and Procedures. <p>Resource management</p> <ul style="list-style-type: none"> • Provide support that contribute to the overall management of the department in areas such as budget maintenance and business planning. • Assist to alert the division management any budget shortfalls and HR issues affecting the University. • Assist and contribute to the management of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> • To balance the competing pressures knowledge transfer, administrative demands and deadlines. • To skillfully work cross divisions and functions in the resolution of HR issues. • To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). • To engage in continuous professional development. • To understand and apply the principles of equality of opportunity in an academic context.
Key Performance Indicators	Document the ways the job will be evaluated? How will you know it is effective and the incumbent is doing their job?
General Responsibilities	<ul style="list-style-type: none"> • To adhere to the University’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. • To be responsible for your own health and safety and that of your colleagues • To undertake other such other duties as may be reasonably expected.

Qualifications required	<ul style="list-style-type: none"> To provide a healthy and comfortable working environment
	<ul style="list-style-type: none"> Diploma/ Degree in Management/Public Administration or Industrial Relations.
Experience	Document experience required to perform this job
	<p>Essential to the position:</p> <ul style="list-style-type: none"> Minimum of 3-5 years work experience in the human resource management area in a tertiary environment. Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures. Sound knowledge of/or the ability to rapidly acquire a sound knowledge of relevant legislation, standards, policies, and procedures appropriate to different human resource management practices, and their implications for human resource management. Demonstrated ability to investigate and evaluate human resource management and administrative systems and to contribute to the development of appropriate policies and procedures. Well written and oral communication and interpersonal skills. Ability to provide and a strong commitment to effective and timely client service. Demonstrated ability to meet deadlines. Demonstrated ability to deal with highly sensitive issues Demonstrated ability to work under minimum supervision. Have good office organizational management and administrative skills. Be computer literate. Be on time for work.
Any other relevant information	
Most frequent Contacts	<ul style="list-style-type: none"> All SINU Staff. Ministry of Education & Foreign Affairs. Training Institutes.

Document History

Approval Date/ Date of Classification			
Review Date	2 years is normal or at a change of any related document		
Revision History			
	Name	Sign	Date
	HR Officer	Sign	Date