



Job Description

Title	Deputy Director of Human Resources
School/Department	Human Resource Department
Band	Band 4
Category	Administration
Reports to	Director Human Resources
Location/Campus	Kukum
Direct reports from	<ul style="list-style-type: none"> • Senior HR Officer Employment Services • HR Officer - Administration

Summary of Duties

Under the leadership of the Director of HR, the role of the deputy director exists to provide high-level support to the Director in the implementation and administration of HR policies and processes. The Deputy Director is responsible for the administrative oversight, management and supervision of all HR office activities and operations relating to recruitment and selection and contracts management. Provide support to the Employment Relation Office on Employee and Labour relations, Occupational health and safety programs, and staff welfare programs as required by the Director's Office. Provide overall support to the Director's Office in the strategic management of the department.

Main Duties and Responsibilities

Key tasks	<p>Policy Advice and Consultancy</p> <ul style="list-style-type: none"> • Assist Director's Office to implement HR policies and procedures • Oversees the recruitment of staff - this includes developing job descriptions and person specifications, preparing advertisements, checking application forms, shortlisting, interviewing and selecting candidates in consultation with management • Develops and implements HR policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management; <p>Administration</p> <ul style="list-style-type: none"> • Initiates and assists in completing formalities for <ul style="list-style-type: none"> ○ probation reports,
-----------	---

	<ul style="list-style-type: none"> ○ annual increments for staff with satisfactory work performance ○ monitoring of contract periods and renewal of Contract Documents for contracted staff ○ Maintaining, reviewing and updating the staffing establishment ○ Oversight performance management reviews and assist management in addressing performance concerns ○ regular salary and employee satisfaction reviews; <ul style="list-style-type: none"> ● Provides monthly reports to Director HR and Client management team on all the above <p>People management, development and teamwork</p> <ul style="list-style-type: none"> ● Communicates regularly and contributes to Core HR and the Shared Services to HRD ● Supervises and coordinates the work activities of the Human Resources Support Officers staff in the Human Resources team. ● Participates constructively and proactively in the development of business and HR division team plans, objectives and strategic plans ● Identifies develops and implement training and development activities for clients to enhance their business outcomes and client service objectives. <p>Quality Assurance and customer satisfaction</p> <ul style="list-style-type: none"> ● Contributes to the development, implementation and review of systems, policies and procedures which support effective human resource management practices and which contribute to a high level of client service. ● Ensures positive customer relations through continual review and evaluation of human resource practices and strategies.
Dimensions	<p>Problem-solving and impact</p> <ul style="list-style-type: none"> ● Decides on the appropriate systems that will ensure data is accurately stored and accessible for future reference. ● Resolves problems affecting staff per University regulations whilst mitigating industrial relations exposure ● Contributes to decisions, which have an impact on staff and employment conditions ● Provides advice on operational HR issues such as industrial relations, recruitment, talent development, succession planning and performance management. <p>Resource management</p>

	<ul style="list-style-type: none"> Assists manage the Human Resources budget for client group and contribute to the development of the staff establishment budget and workforce planning Participates in SINU strategic planning processes Participates in the coordination of quality, audit and other external assessments. <p>Working Environment</p> <ul style="list-style-type: none"> Takes responsibility for conducting risk assessments and reducing workplace hazards Engages in continuous professional development. Understands and applies the principles of equality of opportunity in an academic context. <p>Decision-making Authority</p> <ul style="list-style-type: none"> resolves staff and stakeholder's complaints provides advice to Management and Stakeholders on matters affecting HR Provides guidance to assist determines priorities for senior management and HR team Participates in approvals for recruitment of personnel at salaries at the management level and below
Key Performance Indicators	<ul style="list-style-type: none"> HRD provided updated HR files and Records to the Faculties and Departments as required Job Descriptions are reviewed and updated on regular basis in consultation with Faculties and Departments Yearly Staff Establishment and Budget Expenditures within the allocation for each budget year Manages HR business planning cycle for HR Department Contributes to collegiate activities Contributes to government, community and other external agencies Specific indicators as negotiated with the Director of HR
General Responsibilities	<ul style="list-style-type: none"> Adheres to the University's Equal Opportunities policy in all activities, and actively promotes equality of opportunity wherever possible. Is responsible for your health and safety and that of colleagues Undertakes other such other duties as may be reasonably expected. Seeks to provide a healthy and comfortable working environment

Minimum Qualifications requirement	Relevant Master's degree with 3 years post-degree industrial experience OR a relevant high-quality Post-Graduate Diploma with 5 years post-PGD relevant industrial experience, OR a relevant high-quality Bachelor's Degree with at least 7 years post-degree relevant industrial experience.
Experience	<p>Essential to the position:</p> <ul style="list-style-type: none"> • Have 5 years of work experience in human resource management • Proven ability in undertaking human resource management and administration activities, particularly concerning operational HR, recruitment procedures, staff development and training, industrial relations and enterprise agreements; plus a sound knowledge of the Solomon Islands Labour Act, Health & Safety Act and the ratified ILO Laws. • 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. • Proven ability to coach and develop staff to increase their job knowledge and optimize performance. • 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 local and University requirements issues. • Demonstrated ability to work under minimum supervision • Have good office organizational management and administrative skills. • Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
Any other relevant information	The position will require visits to other University sites and regular participation in management team meetings. These meetings are considered essential to the requirements of the position and do not attract any additional allowances.
Most frequent Contacts	<ul style="list-style-type: none"> • Director Human Resources • HR Team • Deans, Directors and Managers • Client management team • The staff of the University • Ministry of Education and other Ministry Counterparts