



Job Description: People & Culture Specialist

Job Purpose

The People & Culture Specialist will assist in all areas of human resources, from talent acquisition to employee relations, project management, and how these areas relate to company culture. The People & Culture Specialist will assist in driving the HR and corporate strategies. The People & Culture Specialist will foster a collaborative culture by identifying gaps and organizational needs and by supporting supervisors and managers in identifying professional development for their staff. The People & Culture Specialist will be well-versed in all aspects of human resources to provide guidance and ensure that human resources programs are designed and delivered in a manner that is consistent with the Society's values and culture.

The People & Culture Specialist will play a key role in promoting a collaborative and supportive work environment.

Based at the National Office in Suva, the incumbent will have the following duties and responsibilities.

Job Responsibilities

- Leads the development of strategies, implementation plans and programs to identify top talent within and outside the Society.
- Develops programs to increase the Society's equity, diversity, and inclusion efforts.
- Implements skills tests and/or personality profiles to enhance the hiring or development process and identify competency, knowledge and skills related to the Society's job functions.
- Assists in building the capacity of leaders across the organization by ensuring that managers are invested in talent development and equipped with the resources, skills, and mindsets to effectively manage and develop their teams.
- Implements strong talent planning and development activities to ensure ongoing individual development at all levels and strong succession plans for key roles.
- Develops and positions the Society as an employer of choice through people-centric best practices to promote employee engagement.
- Assists with the development of a rewards and recognition program.
- Assists with staff engagement surveys and helps to develop related action plans.
- Assists with the development of communications plans to promote transparency and to include recognition and integration.
- Helps build the Society's culture – facilitating an environment where staff live in the Fiji Red Cross's corporate values.
- Serves as a "champion" for the Society's culture and corporate values to promote excellence and ensure recognition as a top place to work.
- Builds a strong employment brand, messaging the Society's culture and values to staff and prospective candidates.



- Works closely with staff regarding HR practices, issues, concerns and collaborates/shares information with colleagues from across the Society in human resources practices and processes.
- Periodically acts as back-up to the Manager People, Culture & Administration.

Other Duties:

- Be prepared to undertake other projects/duties as assigned for the overall benefit of the organization.

Applicable to All Staff:

1.	Must subscribe and adhere to the FRCS fundamental principles.
2.	Must sign the FRCS Child Protection Policy.
3.	Promotes gender development and equal opportunities in team development.
4.	Promotes Protection and Social Inclusion in program activities.
5.	Perform other related duties as assigned by the Financial Controller & Operations Manager

Position Requirements:

Education	Required	Preferred
Bachelor's degree in Human Resources, or equivalent post-secondary education in a related field	x	
Experience	Required	Preferred
3 - 5 years of relevant working experience in similar field.	x	
Advanced computer software skills in Microsoft office suite in a virtual environment required.	x	
Able to work under minimum supervision.	x	
Knowledge and Skills	Required	Preferred
Outstanding internal client focus and highly developed coaching and advising skills.	x	
Highly developed interpersonal and problem-solving skills.	x	
Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.	x	
Excellent oral and written communication skills including experience developing and maintaining strategic partnerships.	x	
Highly self-motivated with desire to contribute to the success of a healthcare improvement organization.	x	
Demonstrated time management skills. Well organized and attentive to detail.	x	
Professional tact and diplomacy and confidentiality required.	x	
Ability to work well in a dynamic and highly motivated team.	x	