

Job Description

Job Reference	
Job Title	Human Resources Performance Analyst
Work Unit	Corporate Services Division
Responsible to	Manager Human Resources, Performance Management and Administration
Responsible for	Up to 3 local staff
Job Purpose	<p>This job exists to-:</p> <ul style="list-style-type: none">• Provide services and support in the implementation and administration of human resources policies and procedures and to.• Ensure individual staff performance management and development systems and processes are aligned for effective and efficient delivery of FFA results.
Date	September 2017

FFA's Vision and Mission

Vision of the Members of the Pacific islands Forums Fisheries Agency

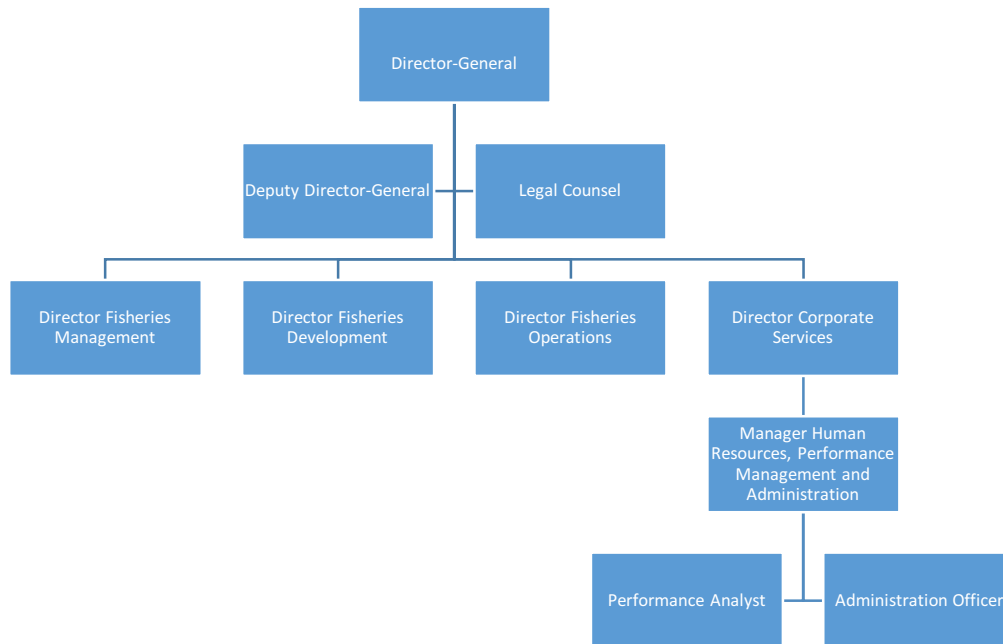
Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources.

Mission for the Pacific Islands Forum Fisheries Agency

To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources

FFA Strategic Plan 2020

Organizational Context



Key Result Areas

The job encompasses the following major functions or Key Result Areas

1. Performance Management
2. Job and Organisational Design
3. HR Services Administration
4. Performance Development
5. Labour Market Survey
6. Planning and Reporting
7. Deputise for Manager HRPM

The performance requirements of the Key Result Areas are broadly described below:-

Jobholder is accountable for	Jobholder is successful when
1. Performance Management <ul style="list-style-type: none"> Systems – ensure accountability systems ie. performance management are in place and operational for managing and rewarding individual and team performance Implementation – Provide timely assessment, comment and advice to executive on performance appraisal process and recommendations for individual staff and teams Administer the Human Resources Management Development Strategy 	<ul style="list-style-type: none"> Performance management systems are aligned to the FFA's Annual Work Programme and Budget, Statement of Intent, and Divisional Workplans and rewards and/or sanctions reflect agreed performance outcomes. Recommendations and rewards for individual staff appraisals and team efforts reflect measurable and/or accountable results as achieved Human Resource Management Development Strategy is enhanced and

	implemented and reflects the agreed development needs of staff.
<p>2. Job and Organizational Design</p> <p>(a) Job Description and Job Evaluation Undertake job analysis and job evaluations, and assist Division Directors in preparing job descriptions</p> <p>(b) Structures Recommend revision of Organizational structures and update output structures as appropriate</p>	<ul style="list-style-type: none"> • Job Descriptions capture the accountabilities of each position, performance indicators, functional relationships, work complexity, person specification, level of authority and organizational context • Job analysis and evaluation undertaken using SP10 factors accurately reflect requirements of each position • Able to work collaboratively with Divisions in updating Job Descriptions for all positions • With the Manager HRAPM undertake periodic review of the FFA organisational structure and update output structures to ensure optimal alignment for delivery of results
<p>3. HR Services Administration</p> <p>Staff Regulations and Policies Administer Staff Regulations, comprehensive human resources policies and procedures</p> <p>Contract Management, Filing and HRIS Oversee management of staff contracts, oversee the maintenance of personnel records and associated human resource information systems Lead the recruitment and selection process</p>	<ul style="list-style-type: none"> • Human Resource Management decisions and operations comply with staff regulations and policies • Staff contracts are current, and administered in accordance with Staff Regulations • Personnel filing is current and accessible • HRIS is up to date and used for strategic decision-making • HR records management is in line with broader FFA records management policies and systems. • Recruitment and selection process undertaken efficiently and effectively
<p>4. Performance Development</p> <p>Staff Training and Development New Staff – Delivery of staff induction program and orientation</p> <p>Capability Development Existing Staff – Assist in the implementation of the Capability Development Process identifying gaps and delivering interventions e.g. training,</p>	<ul style="list-style-type: none"> • Appropriate new starter and orientation materials updated and delivered, • Staff training needs identified within Performance Management system and implemented in cost effective and coherent fashion.

restructure, re-engineering etc. for addressing capability gaps	<ul style="list-style-type: none"> • Capability Development Process is inclusive and takes account of gender and diversity issues. • Investigation of innovative staff development and leadership training opportunities. • Strategies in place to identify and assist non-performing staff.
5. Labour Market Surveys Provide support for and coordination of technical input into the annual and triennial labour market surveys for locally advertised positions and internationally advertised positions	<ul style="list-style-type: none"> • Surveys capture required remuneration information to enable informed recommendations
6. Planning and Reporting Annual Work Program and Budget (AWPB) – prepare and defend annual bid for the HR and Performance Management Unit (HRPM). Monitor and comment on monthly financial reports on the HRPM budget. Input on status of Unit activities on CSD quarterly progress reports	<ul style="list-style-type: none"> • The AWPB bid for the HRM Unit accurately reflects its resource needs • Provide a watching brief of HRPM Unit expenses on monthly financial reports and implement corrective action where needed • Input commentary on status of HRPM activities on CSD Quarterly Progress Reports and Annual Reports
7. Deputize for the Manager, Human Resources, Administration and Performance Management when required	<ul style="list-style-type: none"> • Workplan for the Human Resources, Administration and Performance Management Units are progressed according to plan • Queries are satisfactorily attended to.

Note

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and Forum Fisheries Committee as part of the performance development process.

Work Complexity

Most challenging duties typically undertaken;

<ul style="list-style-type: none"> • Acting for the Manager, Human Resources, Administration and Performance Management when required • Ensuring Job Descriptions and Job Sizing comply with SP10 requirements • Promote the further roll-out and bedding-down of the Individual Staff Performance Management System. • Ensuring HR policies and procedures are maintained and implemented and that staff are aware of HR's established procedures and policies

- Facilitation of team discussions, review of existing processes, development of job descriptions and job design
- HR Unit – Annual and medium term planning and reporting progress against targets

Functional Relationships

Key internal and/or external contacts	Nature of contact most typical
External <ul style="list-style-type: none"> • Consultants and Suppliers • Members and stakeholders • Potential applicants to positions 	<ul style="list-style-type: none"> • Source quotes for services and follow-up on delivery • Report to on progress of activities • Provide information where relevant and appropriate
Internal <ul style="list-style-type: none"> • Manager HR, Admin and Performance Management • Management and Executive, including Director, Corporate Services • Staff under direct supervision; • Other Staff 	<ul style="list-style-type: none"> • Provide and receive technical advice, take directions, report status of work • Take decisions from and provide services • Answer queries, provide training and oversee processing staff benefits

Level of Authority

The jobholder is:-

- To lead the HR Unit in the delivery of its services
- Supervises the work of the Unit
- Recommends suppliers for procurement services following set procedures for purchases of up to authorised limits

Person Specification

Essential
Qualifications <ol style="list-style-type: none"> 1. A degree in Management or a related field
Knowledge and Experience <ol style="list-style-type: none"> 2. At least three years experience administering performance management systems and personnel services in an organisation with more than fifty employees 3. Proven knowledge and experience in developing job descriptions, job analysis and evaluation 4. At least 3 years experience in Recruitment and Selection process. 5. Demonstrated experience in managing staff contracts and administration of staff benefits

6. Proven experience in developing and delivery of staff training programmes and facilitation of group discussions
7. Experience in personnel records management – ideally with some exposure to electronic records management systems as well as Human Resources Information Systems
8. At least 3 years' experience in organisational budget development – including review and development of performance measures inclusive of forward estimates, periodical monitoring and reporting-ideally in output budget format.
9. At least 3 years' experience in strategic planning, including review of results and indicators for the medium term and workplan developments
10. Experience in a multicultural workplace and in respect of Gender Equality and Diversity issues.

Key Attributes and Skills

The following levels would typically be expected from 100% fully effective level

Expert Level	<ul style="list-style-type: none"> Understanding the role of Performance Management and development and HR services in support of FFA initiatives
Advanced Level	<ul style="list-style-type: none"> Job design, developing Job Descriptions, undertaking job analysis and evaluation Administration of Staff Regulations, policies and procedures Human Resources management and development best practice and application Analysis and review of systems and processes FFA Strategic Plan, Statement of Intent, Annual Work Program and Budget, Annual Report
Working Knowledge	<ul style="list-style-type: none"> Divisional workplans Roles and Functions of FFA in the region and the linkage of the position to achieving FFA objectives/outcomes
Awareness	<ul style="list-style-type: none"> Cultural awareness

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Personal Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership
- Coaching and Development (for managers only)
- Strategic Perspective (for managers only)

From time to time it may be necessary to consider changes in the Job Description in response to the changing nature of our work environment– including technological

requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.