



## JOB DESCRIPTION

<b>Position:</b>	<b>Training and Development Officer</b>
<b>Location of position:</b>	Suva
<b>Reporting to:</b>	Head of Human Resources and Training
<b>Specific accountabilities:</b>	As follows

### **Purpose**

The Training and Development Officer assists the Head of Human Resources and Training in driving the strategic development of Fiji Roads Authority (FRA) by ensuring the continuous growth of a highly skilled, adaptable workforce. This role plays a key part in supporting FRA's long-term goals by designing, sourcing and implementing training initiatives that align with organizational objectives. The Training and Development Officer supports the identification of core competencies and skills gaps, ensures the development of targeted training programs and drives career and succession planning initiatives across all levels. By fostering a culture of continuous learning and ensuring compliance with statutory requirements, the role helps to ensure that FRA's workforce is future-ready, enabling the Authority to remain at the forefront of engineering excellence, operational efficiency and safety standards.

### **Key Duties and Responsibilities**

- Design and implement forward-thinking training programs that enhance technical and leadership skills, ensuring FRA's workforce in its entirety is equipped to meet the growing demands of road infrastructure development and maintenance.
- Strategically identify and collaborate with top-tier training providers, sourcing external learning opportunities that align with FRA's organizational needs and help employees stay ahead in the ever-evolving infrastructure sector. Additionally, for overseas based trainings, assist staff to obtain necessary visa and liaise with Finance to ensure staff travelling overseas are covered via travel insurance
- Conduct internal awarenesses and trainings such as induction, SOP related, policy related and soft skills trainings.
- Coordinate FRA preferred trainings for stakeholders.
- Facilitate approved training requests and liaise with Finance to ensure staff traveling overseas are covered by travel insurance.
- Coordinates logistics for training sessions, including preparing certificates, attendance sheets, evaluation forms, bonding and organizing refreshments.
- Create and lead comprehensive career development and succession planning programs, ensuring a robust pipeline of qualified professionals to fill leadership and key technical roles in the organization.
- Lead the annual training needs analysis (TNA) process, identifying skill gaps and designing effective training plans that align with FRA's operational objectives.
- Develop and put together a comprehensive training plan that aligns with FRA's operational objectives and business priorities.
- Assist managers in implementing On-the-Job Training (OJT) programs and regularly monitor progress.



- Prepare the training budget to ensure cost-effective use of resources and ensures all training related payments are attended to in a timely manner
- Establish capacity-building frameworks that enhance employee skills and competencies, with a special focus on engineering (civil and electrical), safety, project management, and compliance, ensuring FRA remains operationally effective and efficient.
- Develop and manage graduate trainee programs to nurture young talent in critical technical fields, while promoting continuous learning initiatives for all employees to ensure the workforce remains at the cutting edge of industry trends and standards.
- Leverage Human Resources and/or Learning Management Systems to track, analyze, and report on training activities, ensuring a data-driven approach to training effectiveness, reporting, and strategic decision-making.
- Champion safety and compliance training programs (such as OHS, First Aid, Fire Warden) that meet industry regulations, ensuring FRA's workforce operates with the highest standards of safety, risk management, and legal compliance.
- Regularly assess the effectiveness of training initiatives to ensure alignment with organizational goals, employee development needs, and industry best practices. Continuously refine programs to maximize their impact on employee performance and organizational success.
- Prepare necessary reports and provide data analysis.
- Drafts Training Approval Submission to the Fiji National University (FNU) under the FNU Grants Claimable Scheme.
- Lodges the G2 Form to the Form to the FNU – Grants and Levy Section within the required timeframe.
- Ensure statutory training requirements are met.
- Any other additional duties assigned by the line Manager or CEO.

## **Common Accountabilities**

### **Compliance**

Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law.

Ensure that all actions are within such powers as may have been delegated by the Authority.

Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make.

Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

### **Organisational Performance**

Promptly furnish complete and accurate financial and non-performance results (against such of the performance targets listed in the Asset Management Plan and Corporate Plan as they relate to the Officer's particular area of responsibility) wherever required, but especially for updates of



the Asset Management Policy, Asset Management Strategy, Asset Management Plan and Corporate Plan for the regular progress reports throughout the year; the Half Yearly Report and the Annual Report.

Note: A named position will be allocated responsibility for each performance target.

## **General Management**

In all decision-making (at all levels) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option.

In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most effective, efficient and optimized way possible – in a manner that will ensure preservation of their long term service capacity and integrity.

Protection of the Authority's intellectual property rights.

Protection of the Authority's reputation.

Good public relations.

## **Emergency Management**

Contribute to the formulation of, participate in the preparation of, and participate in regular training relating to a Business Continuity Plan and an Operations Recovery Plan.

## **Personal Performance**

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities annually – following submission of FRAs Annual Report to the Minister.

The Head of Human Resources will appraise the Training and Development Officer.

## **Position Specifications**

- Must possess a Trainer of Trainers (TOTS) qualification and/or must be a registered trainer with relevant training body/institution in Fiji.
- Degree in Human Resources / Management or related field with at least 5 years in a similar role.
- Knowledge of appropriate LMS and/or HRMIS and the ability to track and manipulate data into meaningful information for decision making.
- Proficiency in MS Office Suite.
- Knowledge of FNU grants claimable systems
- Proven experience in designing and implementing training programs, including sourcing and coordinating training resources



# Fiji Roads Authority

- Ability to assess training needs and provide practical solutions to close skill gaps. Ability to manage multiple training initiatives simultaneously and effectively coordinate logistics and resources.
- Ability to prioritize tasks and manage time efficiently to meet deadlines
- Ability to work effectively within a team and independently when needed, with a proactive and positive attitude.
- Ability to adapt to changing business needs and training priorities in a dynamic environment.
- Familiarity with learning and development best practices, particularly in engineering and infrastructure sectors.
- Excellent verbal and written communication skills, with the ability to liaise with internal and external stakeholders. Ability to communicate effectively in the local vernacular languages will be an advantage.
- Strong business acumen skills, ability to meet stringent timelines and work under pressure
- Must be willing and able to travel frequently within Fiji to deliver training and attend training-related activities.
- Group 2 Driving license (manual preference)

-----

This job description has been approved by:

Name	
Designation	
Signature	
Date	