

- Noumea-based position
- Attractive expatriate package
- Join the principal development organisation in the region

*The Pacific Community (SPC) invites applications for the position of **Human Resources Manager (Remuneration, Systems and Health & Safety)** within its Operations and Management Directorate. This position will be located at its headquarters in Noumea, New Caledonia.*

Description

The **Pacific Community (SPC)** is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Operations and Management Directorate (OMD)** provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The role – the **Human Resources Manager (Remuneration, Systems and Health & Safety)** will oversee the strategy, manage the programs and implement solutions to address the following across SPC organisation: Health and Safety, Remuneration, Job Evaluation, Performance Development, All HR Systems, HR Analytics and HR Projects.

The key responsibilities of the role include the following:

Management of Health and Safety Strategy

- Develop a strategy for Health and Safety at SPC, working with the HR Advisor, Health and Safety.
- Ensure SPC is a safe place to work by addressing health and safety needs, ensuring compliance to safety standards and requirements, and providing tools, reporting, monitoring and maintenance to ensure ongoing standards are met.

Management of SPC Remuneration and HR Analytics

- Provide research and analysis to determine that SPC remuneration is fit for purpose, aligns to market and contributes to SPC attracting and retaining highly skilled staff.
- Manage the collation, formatting and regular delivery of HR analytics.

Management of Performance Management and Job Evaluation

- Develop the performance management strategy across SPC with HRD support.
- Manage, update and conduct the annual PDS process
- Provide training and education to managers and staff on PDS process and moderation approach.
- Gain approval for PDS increases
- Responsibility for Job Evaluation methodology.
- As the process owner support hiring managers and the HR team on job design.
- Ownership of the escalation process and the provision of information and advice where a potential dispute may arise.

HR Systems

- Manage existing HR Systems to ensure they meet business needs.
- Lead continuous improvement efforts in collaboration with the HR team/ Finance/ Payroll and IT.
- Lead change and represent HR in review and selection of HR systems and implementation of any new and upgrade of existing systems and/or modules.

HR Projects

- Support actively HRD and contribute to the HR department's strategic planning process.
- Support HRD in coordinating key HRM, deliverables and inputs of the Senior HR Team.
- Support the Implementation of HR projects.

People Management

- Manage and coordinate resources effectively across functions and locations.
- Manage staff performance and development.

For a more detailed account of the key responsibilities, please **refer to the online job description**.

Key selection criteria

Qualifications

- Post-graduate degree in a relevant field such as human resource management, public or international business administration.

Technical expertise

- At least 10 - 12 years' experience with strong emphasis on specialisation in remuneration management, including more than 5 years at international level.
- At least 5 years of experience managing teams including mentoring, developing, training, appraisal, and performance management.
- Demonstrated ability to implement remuneration and health & safety strategies and to contribute to the improvement of these processes in a diverse and complex environment.
- Knowledge of HR systems and experience with the implementation of such systems.
- Working knowledge of job evaluation methods and best practice.
- Significant and proven experience in developing and implementing remuneration strategy, performance management best practice and health and safety policies.

Language skills

- Excellent command of English with excellent verbal and written.

Interpersonal skills and cultural awareness

- Ability to work in a multi-cultural and inclusive environment.
- Knowledge of Pacific Island countries and territories is an advantage.

Salary, terms and conditions

Contract Duration – This vacant position is budgeted for 3 years and is subject to renewal depending on funding and performance.

Remuneration – the **Human Resources Manager (Remuneration, Systems and Health & Safety)** is a band 12 position in SPC's 2023 salary scale, with a starting salary range of SDR (special drawing rights) 4,792-5,894 per month, which converts to approximately XPF 725,912-892,813 (USD 6,421-7,898; EUR 6,083-7,482). An offer of appointment for an initial contract will normally be made in the lower half of this range, with due consideration being given to experience and qualifications. Progression within the salary scale is based on annual performance reviews. SPC salaries are not presently subject to income tax in New Caledonia.

Benefits for international staff employees based in New Caledonia – SPC provides subsidised housing in Noumea. Establishment and repatriation grant, removal expenses, airfares, home leave travel, health and life and disability insurances and education allowances are available for eligible employees and their eligible dependents. Employees are entitled to 25 working days of annual leave per annum and other types of leave, and access to SPC's Provident Fund (contributing 8 % of salary, to which SPC adds a matching contribution).

Languages – SPC's working languages are English and French.

Recruitment principles – SPC's recruitment is based on merit and fairness, and candidates are competing in a selection process that is fair, transparent and non-discriminatory. SPC is an **equal-opportunity employer**, and is committed to cultural and gender diversity, including bilinguism, and will seek to attract and appoint candidates who respect these values. Due attention is given to gender equity and the maintenance of strong representation from Pacific Island professionals. If two interviewed candidates are ranked equal by the selection panel, preference will be given to the **Pacific Islander**. Applicants will be assured of complete confidentiality in line with SPC's private policy.

Application procedure

Closing date: 16th of April 2023 – 11:00 pm (Noumea time)

Job Reference: AL000512

Applicants must apply online at <http://careers.spc.int/>

Hard copies of applications will not be accepted.

For your application to be considered, you must provide us with:

- an updated resume with contact details for three professional referees
- a cover letter detailing your skills, experience and interest in this position
- responses to all screening questions

Your application will be considered incomplete and will not be reviewed at shortlisting stage if all the above documents are not provided.

Applicants should not attach copies of qualifications or letters of reference. Please ensure your documents are in Microsoft Word or Adobe PDF format.

SPC does not charge a fee to consider your application and will never ask for your banking or financial information during the recruitment process.

Screening questions (maximum of 2,000 characters per question):

1. Please provide an overview of your compensation and benefits experience, with an example of how you have identified a particular remuneration issue and the steps you have taken to resolve the issue. How did you get buy-in from leadership for the solution you implemented?

2. Please provide an overview of your HR systems management experience along with examples of HR systems change management and implementation and utilising LMS platforms.
3. Please outline your experience in Health & Safety Systems implementation in international organisations and what safety measures are you most proud of that you developed.