

Human Resource Manager

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project Management Unit (PMU)

Position Description

Reporting to:	Project Management Unit Lead	Work location:	Honiara
Accountability:	People & Culture	Budget holder:	No
		Direct reports:	Nil

Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project

The Solomon Islands Knowledge-Action-Sustainability for Resilient Villages (SOLKAS) Project is one of the largest locally-led adaptation projects globally, and one of the first with a strong focus on the education sector. Largely funded under the Green Climate Fund (GCF) with co-finance from the governments of Australia and New Zealand, it has been designed to reduce children, youth and communities' exposure to climate hazards and help build sustainable, resilient communities and livelihoods in the context of climate change.

Working with communities across six provinces, the project will strengthen resilience to climate change impacts by strengthening the capacities of national, subnational, and local governments, communities, and schools to understand, plan for and implement responses to the climate crisis. The project will achieve this through activities under three components:

1. Community-led development of adaptation plans, climate change knowledge and skills, and access to climate change information;
2. Resilient livelihoods, food and nutrition security, and school-level infrastructure; and
3. Institutional strengthening.

SOLKAS is a partnership between the Government of the Solomon Islands, through the Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), and Save the Children Solomon Islands (SCSI). The Accredited Entity (AE) with overall accountability for the project to the GCF is Save the Children Australia (SCA).

Project implementation will be managed by a Program Management Unit (PMU) under the supervision of MECDM and SCSI. Project activities will be delivered by SCSI and the relevant government department including Ministry of Rural Development, Ministry of Education and Human Resources Development, Ministry of Agriculture and Livestock, Ministry of Fisheries and Marine Resources, Ministry of Women, Youth, Children, and Family Affairs, and Ministry of Provincial Government and Institutional Strengthening.

Role Purpose

The Human Resource Manager (HRM) leads the strategic people projects in a generalist capacity within the SOLKAS project. Reporting to the PMU Lead, they will be responsible for providing effective human resources management support for the program, ensuring high-quality people outcomes. The role will provide intensive support to staff recruitment and performance management processes, as well as ensure HR functions are performed in accordance with SOLKAS requirements, policies and procedures, Solomon Islands Labour Laws, and HR best-practice.

Key Areas of Accountability

Human Resources Management

- Ensures an appropriate and consistent level of customer service is delivered for all SOLKAS staff and manages people-related deadlines within the program to ensure adherence with key deliverables,
- Consults with employees and managers on employee grievances and disciplinary matters,
- Assists Senior Program Coordinators and Managers in matters relating to employee relations, occupational health and safety, and staff training,
- Assists in the facilitation of immigration requirements for Expat project staff,
- Ensure compliance with all statutory obligations as stipulated within the program of work for SOLKAS,
- Review and/or develops SOLKAS policies and practices to ensure compliance with Solomon Islands (SI's) labour law,
- Facilitate project recruitment processes in consultation with the Hiring Manager and SCA Talent Acquisition team,
- Coordinates the induction process for new staff including orientation and creation of the induction schedule,
- Creates and maintains the appraisal cycle calendar and communicates to managers and staff upcoming key dates,
- Facilitates the annual SOLKAS staff appraisal process through communication to managers, support for the process, training for managers, training for staff, etc.,
- Implement disciplinary procedures in accordance with SCSi HR policies and provide advice to management on performance management issues.

Leadership

- Provides Human Resources leadership to all SOLKAS staff, providing support and information for HR related issues,
- Provide quality advice on all HR related issues to the SOLKAS Management Team and individuals, to ensure program expectations and goals are achieved,
- Uses local knowledge and expertise to provide sound decision-making advice to SOLKAS Management Team and staff,
- Maintains close contact with the Department of Labour in all aspects of the Labour Act,
- Ensures the HR manual changes are communicated to all staff,
- Maintain up-to-date and clearly defined SOLKA organisational structure,
- Support the development of a project culture that reflects our dual mandate, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation.

Health, safety, security, and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Report all incidents, injuries and potential hazards in a timely manner.
- Ensure full integration and responsibility for the Environmental and Social Assessment and Residual Risk Management Plan, including appropriate mitigation measures.
- Ensure the project's Grievance Redress Mechanism is fit for purpose and functioning effectively at all times.

Child protection and safeguarding requirements

- Maintain a safe and positive relationship at all times when working with children and young people.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).
- Respond to any concerns for the safety or wellbeing of a child or adult in accordance with internal reporting processes including the Grievance Redress Mechanism.

Person Specification

Essential knowledge or experience

- Experience in managing the people processes of a large project, ideally within the community services, development, or humanitarian sector,
- Experience working in a national organisation with a diverse workforce, working in metropolitan regional and remote settings,
- Ability to tailor outcomes to suit the audience and work effectively in the 'grey', ensuring that cultural appropriateness of outcomes is factored into decisions,
- Excellent change management abilities and exposure to managing through change,
- High-level consultation and project management skills,
- Strong communication skills, using communications that are transparent, concise, and audience-appropriate,
- Ability to engage and influence a range of stakeholders, to drive change and embed new processes and practices,
- Ability to prioritise, project manage and deliver on goals in a highly dynamic environment,
- Coaching and developing line managers and staff using recognised frameworks and tools
- An understanding of risk and WHS as it relates to an operational and client-facing working environment, ensuring that performance management and disciplinary outcomes are appropriate based on these principles,
- Values alignment, including a passion for the humanitarian and or climate-change sector and our organisational outcomes as evidenced in your professional and personal experiences.

Required qualifications and/or accreditations

- Qualifications in Human Resources Management or similar, or relevant experience.

Desirable knowledge or experience

- Familiar with labour market and/or recruitment experience in Solomon Islands or elsewhere in Pacific region
- Understanding of Pijin
- Understanding of NFP/NGO sector would be highly desirable
- Experience in identifying sourcing strategies to increase the participation of applicants from diverse groups

Additional Information

- Any offer of employment will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check.
- Employees must sign on to the project's Child Safeguarding Policy and Code of Conduct.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- Flexible working will be required including regular out of office hours calls and frequent travel.