



FIJI HIGHER EDUCATION COMMISSION

JOB DESCRIPTION

JOB TITLE	Policy Analyst Research
DEPARTMENT	Finance and Data Management Systems
DURATION	3 Years
EMPLOYMENT STATUS	Full Time
LOCATION	22 Gorrie Street - Suva

Scope

- To facilitate in the effective and efficient implementation of the functions of the Fiji Higher Education Commission through research; data collection; analysis; and reporting on relevant higher education data, trends, and issues. This is central to ensuring that research, as an integral aspect of education and for the revitalization of the higher education sector, is vibrant in the higher education institutions, such that it is boundless, strategic and meaningful in purpose.
- This function complements and is an integral component in the financing aspect of the HEIs by the state through the implementation of the funding model from a research perspective.
- To determine the scope of research in the higher education sector; the issues and opportunities; and advise on strategies to support a culture for continuous improvement through research;
- To conduct research on international best practices in teaching and learning in higher education;
- To conduct research on teaching and learning and their issues, as they relate to Fiji;
- Devise ways and means to continuously improve teaching and learning;
- To conduct independent and directed research and develop information papers on important, impending and relevant HE issues/concerns;

EXPECTED RESULT AREAS

To determine the scope of research in the higher education sector; the issues and opportunities; and advise on strategies to support a culture for continuous improvement through research

- Research and determine the level and type of research being done in the higher education institutions;

- Research and determine the specific areas of teaching and learning that are most researched on in Fiji and the reasons for any trend;
- Determine the usefulness of research that has been undertaken in terms of making an impact on the Fiji education system and on the outcomes to society in general;
- Research and confirm if a system for research is prevalent in the HEIs and HE sector.

To conduct research on international best practices in teaching and learning in higher education

- Research and compile papers on international best practices and recommend using the strengths and opportunities of the ideas, in the Fiji context.

To conduct research on teaching and learning and their issues, as they relate to Fiji

- Research and compile papers on teaching and learning issues in Fiji and make recommendations to capitalise on strong areas and opportunities

Devise ways and means to continuously improve teaching and learning

- Devise and implement or facilitate practical ways and means to get research recommendations implemented in Fiji's higher education institutions and sector.

To conduct independent and directed research and develop information papers on important, impending and relevant HE issues/concerns

- To determine the level and type of independent and directed research in Fiji's HE sector;
- Analyse and report on diverse HE issues and make recommendations for implementation in the HE sector
- Keep abreast with the latest and developing higher educational matters and good practices, both locally and globally and put into Fiji's context.

That the culture of research and innovation is enhanced in the HE sector

- Data is timely and made available for database population;
- HE trends and recommendations for teaching and learning are determined;
- Research papers are complete and presented to the Commission as information or decision papers;
- Information portfolio on HE issues and international best practices are developed and regularly updated;
- Reports on all major activities are timely submitted for official records; and
- Closer relations with HEIs and network with industries are enhanced.
- That research recommendations are implemented and that they produce positive impact on society

Within the context of the Expected Result Areas described above, the incumbent will be required to:

Demonstrate Accountability by:	<ul style="list-style-type: none"> • Completing assigned tasks to agreed time-lines. (Guideline for self) • Accepting personal responsibility for the quality of their work and takes all appropriate steps to ensure that intended outcomes are achieved. • Taking personal responsibility for decisions within their delegation. • Acknowledging and correcting mistakes. • Making effective use of their work time. • Is not absent without reason and ensures their work can be covered during foreseeable absences.
Support Teamwork by:	<ul style="list-style-type: none"> • Valuing all team members and promotes co-operation and good morale, creating a feeling of belonging. • Effectively working with people from different cultures and embraces the value that cultural diversity brings to the workplace. • Putting team success ahead of individual success. • Providing support to other team members when it is requested. • Taking charge when necessary to facilitate action or to making a decision but doesn't overstep their authority. • Looking to build their own expertise and share it with others. • Actively contributing to process improvement within the team.
Contribute to the organisation by:	<ul style="list-style-type: none"> • Promoting the values of the Fiji Higher Education Commission both internally and externally. • Acting professionally at all times in terms of personal integrity, confidentiality and respect for all colleagues. • Understanding how their work contributes to the success of the organisation in achieving its external strategy and KPIs. • being open in discussion about the ways in which processes can be improved across the Commission or ways in which organisational risks within their areas of expertise can be managed more effectively.
Take responsibility for general health and safety by:	<ul style="list-style-type: none"> • Taking responsibility for own health, safety and well-being and actively seeks to ensure the health, safety and well-being of others.

<p>Contribute and adhere to FHEC's values on:</p> <ul style="list-style-type: none"> • Commitment to excellence in higher education and training • Commitment to exceptional services when aiding all our stakeholders • Integrity and transparency • Innovation and responsiveness for continued relevance • Lifelong learning for learners • Commitment to our people and their contribution 	

Key Selection Criteria

- The candidate for this position is expected to have a relevant Masters degree or a relevant undergraduate degree with several years of relevant work experience aligned with the roles and responsibilities of the position. A general composite competency is required, based in the following areas of Accounting, Economics, Statistics, Research and Information Technology. Also required, is a good working knowledge of Microsoft Office and the ability to research, find and proficiently analyse and report on data information, and put research into action. The candidate must be a lateral thinker and can operate independently in most instances.

Financial Authority (Yes/No)

Budget owner: No

Delegated Financial Authority as per FHEC's Delegations Policy: No

Responsible for new employee hire: Support

People Management

Number of Direct Reports: Nil

Number of Indirect Reports: Nil

Responsible for contract staff, and/or coaching, training of others:

Assist in staff recruitment through preparing draft job descriptions for vacant positions within the section.

Assist allocate tasks to incoming F&R attaché on ROL collection and other duties.

RELATIONSHIPS

• Directly responsible to:

- Senior Manager Finance and Data Management System

• Supervision of:

- Assist in staff recruitment through preparing draft job descriptions for vacant positions within the section.
- Assist allocate tasks to incoming F&R attaché on ROL collection and other duties.