USP
THE UNIVERSITY OF THE SOUTH PACIFIC

Shaping Pacific Futures

Executive Director People and Workforce Strategy (EDPWS)

Information for Candidates



























Why Choose USP?

The University of the South Pacific (USP), founded in 1968, is one of two regional universities globally. Owned by 12 Pacific Island countries, USP serves over 25,789 students with a vision of 'Shaping Pacific Futures'. Recognised for international relations, world-class research, and digital education, USP offers accredited programmes across 15 campuses. For over 50 years, USP has empowered over 73,000 alumni in leadership roles worldwide, showcasing our educational impact.

25,789
Students Enrolled

Male 38% — Female 62%

4,363
Total Graduates

74%
Graduate Employment Rate

22
Internationally Accredited Programmes

9
Internationally Accredited Pacific TAFE Qualifications

3
Internationally Recognised Qualifications

100
Internationally Accredited Pacific TAFE Short Courses

5
Global Rankings

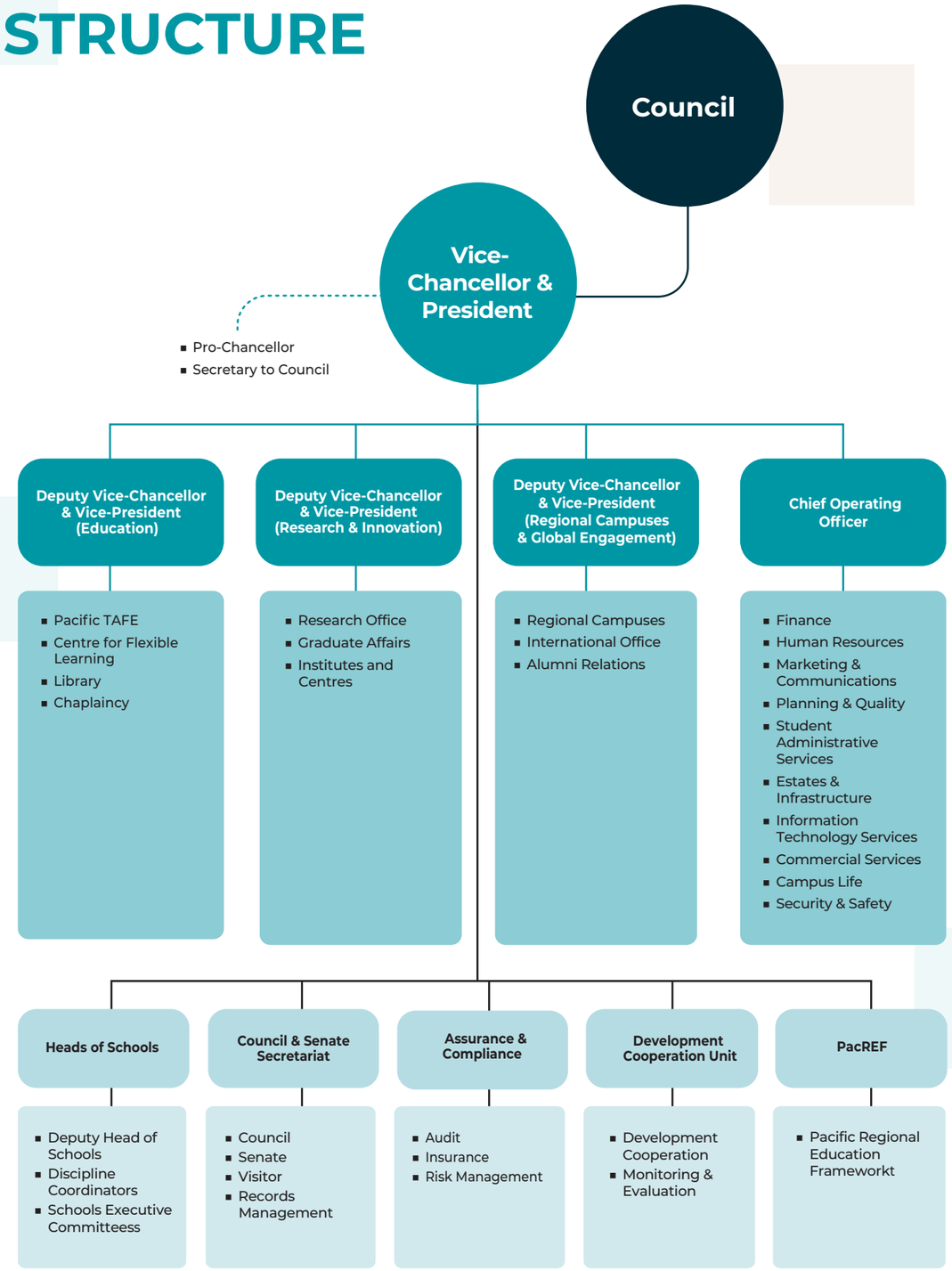
228
Research Outputs

1,500+
Staff

14,000+
Students

73,000+
Alumni

ORGANISATIONAL STRUCTURE



Build a Legacy with Us!

The University of the South Pacific (USP) is seeking an accomplished and visionary human resources executive to join its senior leadership team as **Executive Director, People and Workforce Strategy (EDPWS)**.

This is a unique opportunity to influence the future of a leading regional university that serves thirteen member countries across the Pacific. The successful candidate will lead the University's people strategy, workforce transformation, organisational development initiatives, and human resource service delivery, ensuring that USP continues to attract, develop, and retain exceptional talent in support of its mission, vision, and strategic goals.

About The University of the South Pacific

The University of the South Pacific is the premier dual-sector University serving the Pacific region and only one of two regional Universities of its kind in the world. Uniquely governed by itsthirteen Member Countries, USP is not only a higher education and research institution but also a regional integration organisation that provides services within communally agreed structured regional mechanisms geared towards benefiting the lives of the Pacific People.

The University, guided by its ethos of continuous improvement has strived to provide the best possible value for money to its Member Countries, while constantly improving the quality and breadth of its academic offerings, facilities, educational and pastoral support, community projects, and regionally relevant research It has come a long way since its humble beginnings in 1968.

Spread over 33 million square kilometres of ocean, USP embodies the aspirations of the people of the Pacific Islands and serves as a repository and promoter of knowledge about its history, culture, and natural environments Established to provide higher education to the region, the University has consistently responded to its Member Countries' needs and has been instrumental in providing the education, training, and policy advice needed to successfully address new and emerging opportunities and challenges It has adapted its offerings as technology, the needs of its Members, and the expectations of prospective students and employers have changed.

The University is a leader in distance and flexible learning including Open Educational Resources and teaching with a vision to be proactive in recognising the higher educational needs of its member countries and to deliver quality learning and teaching and research. Quality, relevance and sustainability are the driving forces of the University's plans and activities The University attracts and retains regional and world-class talent and operates with shared values that focus on open communication, accountability, ethical behaviour, professional customer service, respect, and teamwork.

The University's regional leadership and contribution of academic knowledge and policy advice, in particular its guidance and resource sharing in the area of ICT, have contributed greatly to USP's overall contribution to the region.

Vision, Mission, and Values

Vision
To shape Pacific futures by empowering students, staff and alumni to become inspirational agents of positive change leading to innovative, cohesive, resilient and sustainable communities.

Mission
To influence Pacific Islanders through the pursuit of excellence in knowledge by providing world-class education and research that improves the lives of individuals and communities.

Values
- **Excellence and creativity**
  We will embody excellence, inspiring students, and staff to embrace innovative solutions for the benefit of our communities.
- **Ethics and accountability**
  We will uphold the highest ethical standards and operate with integrity. We are committed to fostering a culture of transparency and accountability ensuring that we uphold high academic and professional standards.
- **Respect and inclusivity**
  We will honour our Pacific heritage and traditions as well as respect, recognise and celebrate the diversity of our students and staff, ensuring that there are equal opportunities for all through an inclusive culture.
- **Supporting our people**
  The safety, well-being, and needs of our students and staff are paramount and fundamental to our success. We are committed to ensuring that our students and staff achieve their potential to shape better Pacific futures.

Education

USP is committed to the provision of high-quality courses and programmes the highest standards of learning resources, and outstanding teaching.

The University works with staff and students to help students integrate and apply their learning, build life skills, and acquire appropriate graduate attributes for successful living, working, leading, and managing change. It also seeks to address skills development among its teachers through professional development and training and expects staff to demonstrate best practice in pedagogy. Additionally, an emphasis on applied research, field, and community-based education outreach are central to USP's teaching philosophy.

USP's provision of higher education is guided by deliberate and planned learning, that includes both formal instruction and recognition of prior learning experiences. The University employs learning and teaching methods that allow students to progress through rigorous programmes across a range of academic disciplines to achieve high level and relevant learning outcomes. This requires that the University be highly cognisant of, and committed to, the Pacific

region's expectations about the skills and knowledge it needs and expects students to acquire. It seeks to create a positive learning environment that empowers, enhances, and encourages best practice in pedagogy and educational delivery.

USP is a multi-modal university, offering courses in a variety of modes including print, face-to-face, blended, and online. Of the nearly 30,000 students currently enrolled at USP, more than half are studying outside the main Suva campus, many online or by other flexible modes of delivery. For these students, the University's sophisticated satellite communications network, USP Net, serves as a gateway for interaction, information, research, and higher learning, providing links with USP's three major campuses in Fiji, Samoa, and Vanuatu, and 10 regional campuses.

Research

Taking into consideration its core role as the premier institution of higher education in the South Pacific region, USP produces and disseminates new knowledge via research and innovation according to the needs of its member countries and its current and potential capacity.

The University of the South Pacific has identified five strategic research themes that are derived from the UN's Sustainable Development Goals 2015-2030 and which are underpinned by innovation, empowerment, and sustainability:

- Sustainable, inclusive, and equitable economies
- Oceans, ecosystems, and climate resilience
- Education, culture, health and wellbeing
- Governance, justice and equality
- Innovation, empowerment and sustainability

Position Overview

The Executive Director, People and Workforce Strategy (EDPWS) is a key senior role at the University of the South Pacific tasked to bring people-focused, strategic, and innovative leadership to the Human Resources portfolio.

The Role

Reporting directly to the COO (Chief Operating Officer), the EDPWS will develop and lead a team of 20+ professionals to transform the Human Resources (HR) functions and service delivery, implement and review HR strategies, policies, and practices across the University to deliver on key priorities and strategic objectives.

The EDPWS plays a critical role in building USP's vision and people strategies, driving culture change, and empowering the workforce. This position will also provide high-level evidence-based advice through the COO to the Vice-Chancellor & President and Senior Management Team in relation to all human resource functions, policies, and workforce planning matters.

Along with senior leaders, the EDPWS will nurture a culture of excellence at USP, providing opportunities for career progression and growth. With the focus on creating an enduring impact, the EDPWS will be accountable for the achievement of goals and performance targets set out in the University's Strategic Plan.

Key Responsibilities

The key duties of the Executive Director, People and Workforce Strategy include:

1. Workforce Strategy and Executive Partnership

- Lead the development and delivery of people and workforce strategies aligned with USP's strategic priorities.
- Provide trusted strategic advice to the COO, Vice-Chancellor & President, and Senior Management Team on workforce, organisational, and people-related matters.
- Use workforce insights and analytics to inform decision-making, prioritise key academic programmes and services, and improve organisational performance.
- Drive workforce planning, succession management, and talent strategies to ensure future capability requirements are met.

2. People Services Excellence

- Ensure delivery of efficient, customer-focused, and compliant people services across the employee lifecycle.
- Lead continuous improvement of HR systems, policies, processes, and service delivery to enhance staff experience and organisational effectiveness.
- Oversee recruitment, remuneration, employee relations, learning and development, performance management, and workforce systems to achieve measurable outcomes.
- Manage HR resources, budgets, vendors, and contracts to maximise value and service performance.

3. Organisational Development and Culture

- Drive organisational development initiatives that strengthen leadership capability, employee engagement, workforce productivity, and institutional culture.
- Lead and support major organisational change and transformation programmes, ensuring effective stakeholder engagement and adoption.
- Champion diversity, equity, inclusion, and employee wellbeing across the University.
- Foster a culture of accountability, continuous improvement, and high performance.

4. Leadership and Capability Building

- Lead, develop, and inspire the People and Workforce Strategy team to deliver strategic and operational outcomes.
- Build organisational leadership capability through talent development, coaching, succession planning, and capability-building initiatives.
- Promote collaboration and strong partnerships across the University and external stakeholder networks.

5. Governance, Risk and Compliance

- Ensure compliance with applicable employment, industrial relations, privacy, and governance requirements across USP's jurisdictions.
- Manage strategic workforce risks and implement controls to protect organisational performance and reputation.
- Uphold the highest standards of integrity, accountability, and professional practice in all people-related matters.

Position Dimensions

The limits of authority for the Executive Director, People and Workforce Strategy role are according to the University policies and financial delegations.

Key Stakeholders for the position include:

Internal

- Vice-Chancellor and President
- Senior Management Team
- Heads of Sections
- Country Directors
- Staff Union Executives
- USP staff

External

- Council members
- Government representatives
- Union Officials (NUW)
- Scholarship providers
- Suppliers
- Partners
- Other universities
- Consultants
- Alumni

The position is available for a term of five years and may be renewed by mutual agreement.

Selection Criteria Summary

- An undergraduate and a postgraduate qualification in HR, Business or related discipline and 10 years of experience in a relevant Senior HR management role.
- The successful candidate will have outstanding leadership skills to provide a coordinated and customer-centric service across all the functional areas of HR.
- The appointee will be experienced in the development of workforce planning strategies in response to changes in the delivery of higher education services and the changing dynamics of the workforce.
- Experience working in the Pacific region with a good understanding of diverse people, cultures, and political understanding.
- Results-focused and values-driven, the ideal candidate will have superior interpersonal skills, leadership qualities, and excellent analytical, problem-solving, and management skills.
- Demonstrated ability to establish and maintain effective professional relationships with a broad range of people at all levels.
- Experience in driving reorganisation and HR transformation that ensures effective delivery of people services.

Salary:

USP will offer an attractive salary and benefits in line with the USP Senior Executive remuneration package.

Applications close Monday 24th August 2026.

For any queries, please email fj-fmrecruitment@kpmg.com.au, with the subject line "USP-EDP&WS".

Only shortlisted candidates will be contacted.

USP is an equal opportunity employer and seeks to ensure that everyone is treated with respect and given equal opportunities to work in an inclusive environment. USP encourages all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities.


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