



# KOMISI O LE TOEFUATAIGA O TULAFONO A SAMOA

## SAMOA LAW REFORM COMMISSION

*Fa'amolemole fa'atuatusi uma mai feso'otaiga i le Pule Fa'atonu. Please address all correspondences to the Executive Director.*

facsimile : (685) 28495 | telephone : (685) 28494/28493 | email : commission@samoalawreform.gov.ws | website: www.samoalawreform.gov.ws

### JOB DESCRIPTION

#### EXECUTIVE LEGAL OFFICER

Ministry Values		
Integrity of transactions & confidentiality	Impartiality and not bias	Professional approach to service delivery
Accord Respect	Collaboration and team support	Strive for Excellence
	Accountability and Transparency	
DIVISIONAL PURPOSE		
To facilitate law reform in Samoa by providing realistic and practical recommendations based on high quality research analysis and effective consultation.		
JOB DETAILS SUMMARY		
<b>Position</b>	<b>Executive Legal Officer</b>	
<b>Position Code</b>	<b>LC000016</b>	
<b>Division</b>	<b>Legal</b>	
<b>Grade</b>	<b>L17/L19</b>	
<b>Salary</b>	<b>\$65,869.00 - \$68,695.00 p.a.</b>	
<b>Responsible to</b>	<b>Executive Director(ED) through the Assistant Executive Director(AED)</b>	
<b>Primary Objective</b>	To Provide legal and policy advice based on high-quality research and analysis to facilitate law reform and provide leadership and mentoring of legal staff.	
<b>Number of staff holding this post</b>	2	
<b>Number of staff supervised</b>	2	
KEY RESULT AREAS		
Enhance Legal Research and Analytical Capacity	Develop Work Plans for Implementation of law review and reform projects research	Provide Constructive High Quality Reports resulting from research and review to guide law reform recommendations
Legislative Drafting – drafting Bills and any laws resulting from law reform projects	Strengthen & Raise level of awareness programs	Identify Training Needs for Legal Staff
Leadership and Management		
CORE BEHAVIOURS EXPECTED OF COMMISSIONS STAFF ON THE JOB		
Work commitment	Customer focus	Team work
RESPONSIBILITY AND DUTIES		

### **1. Enhance Legal Research and Analytical Capacity**

- With guidance from the Executive Director (ED) through the Assistant Executive Director (AED) and Senior Management:
  - To undertake and oversee any work necessary to effectively discharge the Commission's mandate under the Law Reform Commission Act 2008.
- In collaboration with fellow Executive Legal Officer (ELO) to undertake Law review and Law reform research based on Term of References (TOR) received by the Commission from time to time.
- To assist (the AED) lead and manage policy and research analysis within the context of the TOR received.
- To assist the AED to enhance and strengthen legal research framework of the Commission by considering new research methods to enhance thorough research.
- To undertake any other legal research directed by the ED through AED from time to time.

### **2. Develop & Implement Work Plans for Implementation of Law Reform Project Research**

- To assist AED with guidance from Corporate Service Unit (CSU) in formulating and development of Work Plans for Law Review and reform projects based on TORs ensuring priority work is undertaken and completed.
- To effectively implement Work Plans and ensure timelines are met.
- To assist the CSU to plan public and stakeholder consultation logistics based on consultation activities in the Work Plan.

### **3. Provide Constructive High Quality Reports to Inform Recommendations on Law Reform Projects / Work**

- To prepare and provide constructive quality reports on legal and policy analysis to be submitted to the ED through AED to inform research results from:
  - a) Preliminary Research;
  - b) Discussion Paper;
  - c) Public & Stakeholder Consultations;
  - d) Any other reports that may be required.
- To lead the Legal Team in writing or in translation of final reports from English to Faa-Samoa and vice versa where needed.

#### **4. Legislative Drafting – drafting Bills and any laws resulting from law reform projects**

- Where there is capacity, to assist AED & ED in the drafting of Bills and any other laws resulting from law reform projects.
- To assist and liaise with Legislative drafters and consultants (where applicable) on the preparation of reports and drafting of legislation (including where appropriate, in providing drafting instructions).

#### **5. Strengthen & Raise Level of Awareness programs**

- To assist the AED in conducting regular awareness programs with the general public so to:
  - raise the general public's level of awareness/understanding of any laws under review; and
  - to gauge the general public's interest in law reform and law making which will in turn increase inclusion and participation of the general public in the Law Reform by the Commission.

#### **6. Identify Training Needs for Legal Staff**

- To assist in identifying areas of training and development needs for legal staff, and work with the ED and AED to identify how these training needs may be addressed and met.
- To assist the AED in leading legal research training and analytical thinking training for team members.
- To assist the AED to provide on the job support, mentoring, coaching and needed training for team members to ensure sustainable development of the Commissions core function.

#### **7. Leadership and Management**

- Actively participate as part of the Senior Management Team in the decision making.
- To lead and role model the Public Service Values in executing the division duties by team members.
- To assist AED in ensuring effective performance management and evaluation processes are undertaken for team members in compliance with Public Service Commission Policies.
- Assist the Senior Management in the development and implementation of the Commissions Strategic Plans and Reports:
  - a) Corporate Plan
  - b) Workforce Plan
  - c) Management Plan

- d) Performance management Plans/Appraisal
- e) Annual Reports
- f) Any other relevant plan or Report
- Assist in the development and successful implementation of annual performance indicators and budgetary measures of the Commission.
- Identify priority budgetary requirements for the Division’s annual submission of performance measures and budgetary provisions and ensure the Division’s resources are managed in accordance with prevailing policies.
- Assist the CSU with implementation of Public and Stakeholders Consultation and responsible for providing legal analysis of consultations with identified stakeholders on Law Reform Projects.
- To Act as the AED of the Commission when required.
- To perform any other duties as directed by Executive Director.

**JOB SELECTION CRITERIA**

MERITS	COMPETENCY	DESCRIPTOR
<b>SKILLS AND ABILITIES</b>	1. Strategic Thinking <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Recognizes impact of organization’s direction and role within the government and community.</li> <li>• Understands organizational direction and aligns/translates strategic objectives into operational activities.</li> <li>• Provides advice to CEO / Executive Director based on analysis of a broad range of issues.</li> <li>• Considers multiple perspectives when assessing impact of key issues and identifies viable solutions.</li> <li>• Applies intellect and knowledge to weigh up information and identify critical factors and issues.</li> <li>• Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and challenges.</li> </ul>

<p style="text-align: center;"><b>SKILLS AND ABILITIES</b></p>	<p>2. Building and Sustaining Relationships <b>(Essential)</b></p>	<ul style="list-style-type: none"> <li>• Is committed to client service, builds and sustains relationships within the Commission, across the public service, other stakeholders as well as with the public.</li> <li>• Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and co-operation through sharing information.</li> <li>• Capitalizes on diversity and harnesses different viewpoints to enhance the operations of the Legal Division and the Office as a whole.</li> <li>• Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities for work.</li> <li>• Mentors, provides constructive feedback and recognizes success and engages in activities to sustain morale.</li> <li>• Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication.</li> <li>• Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.</li> </ul>
<p style="text-align: center;"><b>SKILLS AND ABILITIES</b></p>	<p>3. Delivers/achieves results <b>(Essential)</b></p>	<ul style="list-style-type: none"> <li>• Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency.</li> <li>• Monitors and manages resourcing pressures for optimum outcomes.</li> <li>• Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. Defines high-level objectives and ensures translation into practical implementation strategies.</li> <li>• Fosters a culture of achievement and ensure planned targets / projects are realistic.</li> <li>• Ensure planned targets are monitored and measured and achieves expected outputs / outcomes.</li> </ul>
<p style="text-align: center;"><b>PERSONAL ATTRIBUTES</b></p>	<p>4. Integrity <b>(Essential)</b></p>	<ul style="list-style-type: none"> <li>• Exhibits and applies high integrity and ethical principles.</li> <li>• Is indisputably trusted and operates professionally.</li> <li>• Act professionally in carrying out duties and responsibilities despite personal preferences.</li> <li>• Adheres to and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>

<b>PERSONAL ATTRIBUTES</b>	5. Commitment/Personal Drive <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Defines work in terms of results and pursues success with energy and drive.</li> <li>• Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track.</li> <li>• Helps others to define goals and plan a route for achievement.</li> <li>• A high achiever with a reputation for success and quality performance.</li> <li>• Sets high standards of performance for self and others.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	1. Intellect and Judgment <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Understands the environment affecting work of the organization and impacts on divisional level.</li> <li>• Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues.</li> <li>• Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace.</li> <li>• Has good judgment as to what information is significant and useable in each situation.</li> <li>• Demonstrates effective judgment to weigh up options and develop realistic solutions.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	2. Creative and Innovation <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Develops innovative ideas and methods of doing things.</li> <li>• Searches for new and more effective methods, making connections between previously unrelated ideas.</li> <li>• Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.</li> </ul>
<b>EXPERIENCE</b>	3. Experience <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• At least 5 years of experience in the legal sector.</li> <li>• Experience in law reform research and/or legal research</li> <li>• Experience in legislative drafting will be an advantage.</li> </ul>
<b>PAST WORK PERFORMANCE</b>	4. Past Work Performance <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Proven track record of excellent performance from previous work.</li> <li>• Able to define goals and plans a route for achievement.</li> <li>• A high achiever with a reputation for success and quality performance</li> <li>• Sets high standards of performance for self and others</li> </ul>

<b>QUALIFICATIONS</b>	5. Educational Qualifications ( <b>Essential</b> )	<ul style="list-style-type: none"><li>• A Bachelor Degree in Law</li><li>• Admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa</li></ul>
-----------------------	--	--