



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.

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JOB DESCRIPTION

Ministry Values		
Integrity of transactions & confidentiality	Impartiality and Fairness	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 adequate consultation.		
JOB DETAILS SUMMARY		
Position	Senior Legal Analyst	
Position Code	LC000010 / LC000008	
Division	Legal	
Grade	L14/L15	
Salary	\$41,882 - \$47,239	
Responsible to	Assistant Executive Director (AED) through Executive Legal Officer (ELO)	
Primary Objective	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.	
Number of staff holding this post	2	
Number of staff supervised	0	
KEY RESULT AREAS		
Enhance Legal Research and Analytical Capacity	Consultations with the public about its work	Effective Implementation of Work Plan for Law Review Projects
Develop High Quality Reports containing Recommendations on Law Reform Projects/Work	Strengthen & Raise Level of Awareness programs	Identify Training Needs for Legal Staff
	General	
CORE BEHAVIOURS EXPECTED OF COMMISSIONS STAFF ON THE JOB		
Work commitment	Customer focus	Teamwork

RESPONSIBILITY AND DUTIES

1. Enhance Legal Research and Analytical Capacity

- With guidance from the Assistant Executive Director (AED) through the Executive Legal Officer (ELO), undertake any legal research and analysis work as necessary to effectively discharge the Commission's mandate under the *Law Reform Commission Act 2008*.
- To collaborate with fellow Senior Legal Analyst (SLA) to assist the ELO in carrying out quality legal research and analysis:
 - (i) for current law reform projects based on Terms of References (TOR) received by the Commission; and
 - (ii) for legal review assistance requests referred by other government offices or agencies to the Commission; and
 - (iii) on issues raised and collected from public and stakeholder consultations of the Commission; and
 - (iv) in response to any in-house queries raised.
- To undertake any other legal research and analysis tasks as directed by the ED through AED from time to time, to inform constructive and practical recommendations on any law review for reform project.

2. Consultations with the public about its work

- To assist the ELO in the planning and preparations of any stakeholder and public consultations for any law reform project of the Commission from time to time.
- To assist in any portion of the stakeholder and public consultations as required from time to time.

3. Effective Implementation of Work Plan for Law Review Projects

- To assist in the development and implementation of the Legal Team's Work Plans to ensure timelines are met according to Work Plans.
- To assist the ELO and Corporate Service Unit (CSU) in the preparation of consultation logistics based on consultation activities in the Work Plan to be implemented (as may be required)
- To assist in the preparations of consultations materials for law reform projects as required.

4. Develop High Quality Reports containing Recommendations on Law Reform Projects / Work

- To assist the ELO in the development of high-quality Reports on law reform projects to be submitted to the Assistant Executive Director (through the ELO). These Reports include:
 - (i) **Discussion Papers** reflecting the Commission's preliminary research and preliminary consultations findings; and
 - (ii) **Final Report** providing the Commission's recommendations for law reform, informed by the Commission's overall research and consultations findings; and
 - (iii) **Any other** report (apart from (i) and (ii) above,) as may be required to be developed from time to time.
- To assist the ELO in the **translation** or **review of the translation** of Final Reports from English to Faa-Samoa or vice versa where needed.
- To assist the ELO to 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 in the **planning** and **preparations** of Awareness Programs with the public to:
 - (i) raise the public's level of awareness and understanding of any laws under review and their relevance to the public;
 - (ii) raise the public's inclusion, involvement and participation in law reform work through attendance and contribution at the Commission's public consultations conducted for its different law reform projects.
- To assist in **carrying out** awareness programs with the public and all other stakeholders of the Commission, as may be required or directed.

6. Identify Training Needs for Legal Staff

- To assist the ELO in identifying areas of training and development needs for legal staff, and also identify how these training needs may be addressed and met.

7. General

- To perform any other duties within the functions of the Commission, as directed by the Executive Director.

JOB SELECTION CRITERIA

MERITS	COMPETENCY	DESCRIPTOR
SKILLS AND ABILITIES	1. Strategic Thinking (Essential)	<ul style="list-style-type: none"> • Recognizes impact of organization’s direction and role within the government and community. • Understands organizational direction and aligns/translates strategic objectives into operational activities. • Provides advice to CEO / Executive Director based on analysis of a broad range of issues. • Considers multiple perspectives when assessing impact of key issues and identifies viable solutions. • Applies intellect and knowledge to weigh up information and identify critical factors and issues. • Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and challenges.
SKILLS AND ABILITIES	2. Building and Sustaining Relationships (Essential)	<ul style="list-style-type: none"> • Is committed to client service, builds and sustains relationships within the Commission, across the public service, other stakeholders as well as with the public. • Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and co-operation through sharing information. • Capitalises on diversity and harnesses different viewpoints to enhance the operations of the Legal Division and the Office as a whole. • Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities for work. • Mentors, provides constructive feedback and recognizes success and engages in activities to sustain morale. • Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication. • Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.
SKILLS AND ABILITIES	3. Delivers/achieves results (Essential)	<ul style="list-style-type: none"> • Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency. • Monitors and manages resourcing pressures for optimum outcomes. • 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. • Fosters a culture of achievement and ensure planned targets / projects are realistic. • Ensure planned targets are monitored and measured and achieves expected outputs / outcomes.

PERSONAL ATTRIBUTES	4. Integrity (Essential)	<ul style="list-style-type: none"> • Exhibits and applies high integrity and ethical principles. • Is indisputably trusted and operates professionally. • Act professionally in carrying out duties and responsibilities despite personal preferences. • Adheres to and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
PERSONAL ATTRIBUTES	5. Commitment/Personal Drive (Essential)	<ul style="list-style-type: none"> • Defines work in terms of results and pursues success with energy and drive. • Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track. • Helps others to define goals and plan a route for achievement. • A high achiever with a reputation for success and quality performance. • Sets high standards of performance for self and others.
PERSONAL ATTRIBUTES	6. Intellect and Judgment (Essential)	<ul style="list-style-type: none"> • Understands the environment affecting work of the organization and impacts on divisional level. • Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues. • Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace. • Has good judgment as to what information is significant and useable in each situation. • Demonstrates effective judgment to weigh up options and develop realistic solutions.
PERSONAL ATTRIBUTES	7. Creative and Innovation (Essential)	<ul style="list-style-type: none"> • Develops innovative ideas and methods of doing things. • Searches for new and more effective methods, making connections between previously unrelated ideas. • Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.
EXPERIENCE	8. Experience (Essential)	<ul style="list-style-type: none"> • 2 years of experience in the legal sector. (ESSENTIAL) • Ability to research law and legal issues using different legal search engines (ESSENTIAL) • Experience in legislative drafting law will be an advantage.

	<p>9. Past work Performance (Essential)</p>	<ul style="list-style-type: none"> • Proven track record of excellent performance from previous work. • Able to define goals and plans a route for achievement. • A high achiever with a reputation for success and quality performance • Sets high standards of performance for self and others
<p>QUALIFICATIONS</p>	<p>10. Educational Qualifications (Essential)</p>	<ul style="list-style-type: none"> • A Bachelor Degree in Law • Admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa