



# Samoa Land Corporation Job Description

## 1. Job Identification

<b>Job Title:</b>	Manager, Legal
<b>Department:</b>	Legal Department
<b>Location:</b>	Headquarters
<b>Reports to:</b>	The General Manager
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>Recoveries Officer</li> </ul>

## 2. Job Purpose

This position is responsible for efficient management, administration and coordination of SLC's legal services, including drafting of all agreements and contracts pertaining to SLC and monitoring of compliance with mandatory requirements for the Corporation as stipulated in the Companies Act 2001, the Cabinet Directives and Board of Directors resolutions.

### Key Result Areas

- Execution and Review of all Contracts & Agreements for Lands, Markets and other Investment activities,
- Enforcement of debt recovery for all SLC services,
- Legal advice, representation and coordination,
- Dealing with all legal issues relating to Land disputes and any other internal and external matters pertaining to SLC,
- Mediation / Counselling to resolve disputes
- Planning and Policy Development,
- Strategic, Risk & Information Management,
- Performance Management and Staff Development,
- Compliance Monitoring and Reporting,

## 4. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
<b>PLANNING / POLICY DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Participate in the development of the SLC's Strategic Plan, annual corporate plan and business plan.</li> <li>• Assist with corporate restructuring as</li> </ul>

<b>Main Duties and Responsibilities</b>	<b>Deliverables / Outcomes</b>
	<p>appropriate.</p> <ul style="list-style-type: none"> <li>• Prepare and execute/manage the annual work plan and budget for the department.</li> <li>• Draft and review all internal policies for Legal Services</li> <li>• Liaise with appropriate SLC Departments in instituting regular reviews of agreements on employment of the leasing and selling of the Corporation's assets.</li> </ul>
<b>LEGAL SERVICES (LEGAL ADVICE &amp; COORDINATION)</b>	<ul style="list-style-type: none"> <li>• Ensure effective operation and functioning of all aspects of the legal services to ensure effective implementation of work plans.</li> <li>• Provide legal advice to GM on legal matters relating to SLC and manage commissioning of external legal advice and services where appropriate include working alongside the Attorney General's Office to minimise legal risks and liabilities to the SLC.</li> <li>• Assist in addressing all legal issues relating to land disputes or any other SLC related matters</li> <li>• Review and draft all legal contracts and agreements pertaining to the SLC.</li> <li>• Manage &amp; enforce the debt recovery process,</li> <li>• Manage and initiate legal proceedings or actions as approved and agreed.</li> <li>• Monitor changes in legislations and statutory requirements for SLC and advice Board of Directors through General Manager</li> </ul>
<b>LEGAL DOCUMENTATION</b>	<ul style="list-style-type: none"> <li>• Ensure SLC's legal information systems, processes and documents are well maintained, accessible and well secured.</li> <li>• Ensure all legal documents and agreements &amp; contracts are registered, filed and properly stored,</li> <li>• Ensure all employment contracts for SLC contract Officers are signed in accordance with policies &amp; procedures for SLC.</li> </ul>
<b>STRATEGIC MANAGEMENT / PROJECT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Manage and supervise the work of the Legal department.</li> <li>• Maintain an effective administration of all Legal services,</li> </ul>
<b>RISK MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Develop risk management policies and procedures for the Legal Department.</li> <li>• Establish and monitor internal control systems for the effective and efficient management of the department</li> <li>• Liaise with the Finance Division to monitor all payments relating to sales and leases of lands, including all markets and other Investments activities.</li> <li>• Contribute to development of policies and procedures aimed to minimising risks on legal matters</li> <li>• Review the legal risks involved in various business deals and share the same with the management.</li> </ul>

Main Duties and Responsibilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>• Analysed risks for new business deals and related legal information and do the paper work</li> </ul>
<b>INFORMATION MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Assist with the securing of SLC's ownership and rights to land assets with the Ministry of Natural Resources and Environment (MNRE) Land Titles Section.</li> <li>• Assist with the maintenance (accuracy and currency) of SLC's internal records of core business investments in land assets, financial assets and shareholdings in any subsidiary companies and joint ventures.</li> </ul>
<b>FINANCIAL MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Prepare and manage the budget for the department within limits set by management and the Board.</li> <li>• Ensure timely payment of all revenues due to the Corporation from employment of its assets.</li> </ul>
<b>CREDIT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Devise and institute appropriate mechanisms for the enforcement of debt recovery for all SLC services (lands, markets, and other investment activities).</li> <li>• Assist with the development of policies and procedures to ensure accurate data is available to assess the credit worthiness of prospective lessees, joint venture partners and other business arrangements.</li> </ul>
<b>COMPLIANCE MONITORING</b>	<ul style="list-style-type: none"> <li>• Assist with the monitoring of lessees' compliance with the terms and conditions of their lease contracts, including inspections and monitoring of payments received against lease contracts and providing legal advice where appropriate,</li> <li>• Assist with the monitoring of SLC's compliance with any lease contracts entered into with as a lessee and providing legal advice where appropriate when breaches are detected.</li> </ul>
<b>MARKETING</b>	<ul style="list-style-type: none"> <li>• Collaborate with GM and all Managers with the ongoing development of SLC's marketing strategy to best utilise all lands and properties approved by the SLC Board for sales or leases,</li> <li>• Identifying reliable markets and future investors for the employment of SLC assets,</li> </ul>
<b>PERFORMANCE MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Formulate a schedule of work with targets for functional work areas and ensure that work targets are achieved.</li> <li>• Conduct periodic evaluation of team and individual employee performance.</li> </ul>
<b>STAFF DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Identify departmental and individual training needs and capacity gaps within each functional work area.</li> <li>• Involved in assessing &amp; hiring of members for the legal department based on skills and abilities</li> <li>• Coordinate with the HR &amp; Administration Section of the Corporate Services Department on the identification and implementation of initiatives to fill identified capacity gaps.</li> </ul>

<b>Main Duties and Responsibilities</b>	<b>Deliverables / Outcomes</b>
	<ul style="list-style-type: none"> <li>• Conduct regular on-the-job training for staff under supervision, ensuring that an adequate number of staff are trained.</li> </ul>
<b>REPORTING</b>	<ul style="list-style-type: none"> <li>• Prepares and submits monthly and annual reports to the GM on the work of the Department for decision and policy making</li> <li>• Prepares drafts of letters for approval and signature by the GM.</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Any other duties as assigned by the General Manager from time to time.</li> <li>• Alternative Dispute Resolution</li> </ul>

## 5. Working conditions

Work is performed usually indoors under normal work conditions in a quiet, clean and comfortable environment. Schedules are usually established and regular, usually 40 hours per week. The job incumbent might be occasionally required to work extended hours in the evening after usual work hours.

## 6. Physical requirements

Normal physical requirements. No prolonged sitting, standing or lifting of heavy objects required to undertake the role. Regular visits to SLC owned land may be required to ensure compliance with lease terms and conditions and with government land use regulations.

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## 7. Job Profile / Person Specification

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education:</b>	<ul style="list-style-type: none"> <li>• A Tertiary qualification in Bachelor of Laws degree or a higher qualification in this discipline</li> <li>• Qualification in a relevant or related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>• Formal training in leadership and management.</li> </ul>
<b>Relevant Work Experience:</b>	<ul style="list-style-type: none"> <li>• At least 5 years relevant experience, in a senior legal management role.</li> </ul>	
<b>Specialised Knowledge (Technical Competencies):</b>	<ul style="list-style-type: none"> <li>• Demonstrated competence in the area of legal administration.</li> <li>• Knowledge of legal registration requirements.</li> <li>• Knowledge of project management.</li> <li>• Knowledge of financial budgeting and financial management.</li> <li>• Good understanding of human</li> </ul>	<ul style="list-style-type: none"> <li>• Working experience in the legal field,</li> <li>• Tertiary qualification or working experience in the finance field</li> </ul>

CRITERIA	ESSENTIAL	DESIRABLE
	resources and performance management.	
<b>Skills and Abilities (Personal Competencies):</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability to supervise and manage staff and operations in a highly demanding work environment for efficiency</li> <li>• Demonstrated ability to lead and encourage service related reforms for quality improvement.</li> <li>• High level of analytic and decision making skills.</li> <li>• Good conflict resolution and negotiation skills.</li> <li>• High level communications (oral and written) and interpersonal skills.</li> <li>• Demonstrated personal integrity, strong work ethic and commitment.</li> <li>• Proactive identification of initiatives to improve existing policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Have good communications skills &amp; managerial abilities.</li> <li>• Knowledge and experience in mediation and counselling to resolve conflicts</li> <li>• Experience in decision making</li> </ul>
<b>Professional Certification:</b>	Member of the Samoa Law Society.	

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