



Samoa Land Corporation Job Description

1. Job Identification

Job Title:	Team Leader, Human Resources and Administration
Department:	Corporate Services Department
Location:	Headquarters
Reports to:	Manager, Corporate Services
Direct Reports:	<ul style="list-style-type: none"> • Senior Administration Clerk • Administration Clerk • Office Assistant • Senior Repairs and Maintenance Clerk • Maintenance Clerk • Drivers • Security Officers

2. Job Purpose

The role is responsible for the design and implementation of human resource policies and strategies in accordance with local labour laws and regulations, in providing advice on strategic and operational human resource matters and in managing the design, in consultation with staff members, of individual professional development plans for submission to the General Manager through the Manager, Corporate Services. The Senior Team Leader, HR & Administration is responsible for oversight of all administrative matters such as records keeping, procurement of goods and services and logistics.

3. Key Result Areas

- Planning / Policy Development
- Human Resource Management
- Administration
- Performance Management

- Performance Monitoring
- Staff Development
- Stakeholder Engagement / Stakeholder Management
- Reporting

4. Main duties and responsibilities

Main Duties and Responsibilities	Deliverables / Outcomes
PLANNING / POLICY DEVELOPMENT	<ul style="list-style-type: none"> • Assist in coordination of annual reviews of Corporate Plans and ensure timely submission of updated Corporate Plans to the Manager, Corporate Services for submission to the GM. • Assist in the development of the annual operational work plan and operational budget for the Corporate Services Division. • Devise HR Policies and Procedures that cover key areas such as manpower planning, recruitment and selection, performance management, training and development and succession planning. • Review existing HR, Administration, Records Management policies of the Corporation and make recommendations to Manager, Corporate Services where appropriate. • Review and make appropriate recommendations to the Manager, Corporate Services for the strengthening of the organisation's performance management processes and tools, integrating performance management to drive business results.
HUMAN RESOURCES MANAGEMENT	<ul style="list-style-type: none"> • Coordinate staff recruitment and selection processes. • Lead the onboarding / orientation of new hires. • Oversee the updating of personnel records and other related HR documents, including time sheets, holiday and leave records. • Devise shift rosters for deployment of night watchmen at SLC markets and other vulnerable assets. • Assist in the drafting of contracts of employment for contract and full time staff for signature by the GM. • Collect HR Metrics on an ongoing basis along a range of criteria to assist in evidence-based decision making by management.
PERFORMANCE MANAGEMENT	<ul style="list-style-type: none"> • Devise a schedule of work with targets for staff under supervision and monitor progress toward work targets.

Main Duties and Responsibilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> • Design effective and efficient systems for organisational, team and individual performance evaluation for management's endorsement and implementation. • Conduct periodic evaluation of organisational, team and individual employee performance. • Analyse staff performance reports and liaise with departmental managers to ascertain areas for support in improving performance. • Liaise with departmental managers to determine gaps in tools and capacity to effectively manage staff performance in their respective work areas and provide recommendations to management to address gaps.
PERFORMANCE / COMPLIANCE MONITORING	<ul style="list-style-type: none"> • Develop frameworks and tools for monitoring and evaluation of Annual Management Plans and Annual Budget, against the 3 year Corporate Plan. • Provide information as required by the Internal Auditor during routine and ad hoc internal audits • Address issues related to HR and administration where non-conformance is identified during internal audit processes.
STAFF DEVELOPMENT	<ul style="list-style-type: none"> • Undertake annual formal assessments of organisational, team and individual training and professional development needs. • Devise, and update regularly, a training and staff development policy for SLC Management's approval. • Develop annual Training Implementation Plans for the Corporation. • Design and deliver comprehensive learning and development programmes aligned with identified training needs and based on individual performance improvement plans. • Periodically evaluate the outcomes of training programmes to gauge return on training investment.
STAKEHOLDER ENGAGEMENT / STAKEHOLDER MANAGEMENT	<ul style="list-style-type: none"> • Support SLC departmentst in the implementation of employee engagement strategies and initiatives • Build relationships with senior management to work collaboratively implementing organisational and people-related strategies and initiatives.
REPORTING	<ul style="list-style-type: none"> • Coordinate preparation of Annual Reports of the Corporation and ensure timely submission of these Annual Reports to the GM through the Manager, Corporate Services.

Main Duties and Responsibilities	Deliverables / Outcomes
OTHER	<ul style="list-style-type: none"> Any other duties as assigned by the Manager, Corporate Services from time to time.

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.

7. Job Profile / Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education:	<ul style="list-style-type: none"> Bachelors degree in Management, Business or relevant discipline. 	Training in leadership and staff development
Relevant Work Experience:	<ul style="list-style-type: none"> Minimum 5 years work experience, preferably in an HR management role. 	
Specialised Knowledge (Technical Competencies):	<ul style="list-style-type: none"> Sound knowledge of business and management principles including strategic planning and management, HR modelling and the coordination of people and resources. Familiarity with Samoa's employment and labour laws. Demonstrated experience implementing change management practices. 	
Skills and Abilities (Personal Competencies):	<ul style="list-style-type: none"> Ability to analyse information and evaluate alternatives to choose the best solutions to solve problems Ability to handle complaints, settle disputes and resolve grievances and conflicts. Good communications (oral and written) and negotiation skills. Ability to develop constructive and 	

CRITERIA	ESSENTIAL	DESIRABLE
	cooperative working relationships with and amongst staff and to maintain these over time. <ul style="list-style-type: none"> • Skilled in building effective teams • Sound ethics and integrity, as well as respect for diversity. 	
Professional Certification:		<ul style="list-style-type: none"> • A recognised professional HRM Certification such as Senior Professional in Human Resources (SPHR) or Chartered Institute of Personnel and Development (CIPD).
