

# Land Transport Authority

## Job Description

|                            |   |                             |                |
|----------------------------|---|-----------------------------|----------------|
| <b>Date:</b>               | February 2019   | <b>Position Title</b>       | Manager        |
| <b>Division:</b>           | Corporate Services Division   | <b>Classification Level</b> | \$85,728.96p.a |
| <b>Directly Supervises</b> |   |                             |                |
| <b>Reports to:</b>         | The Chief Executive Officer for the effective and efficient leadership and management of human resources, staff capabilities and administrative services of the Authority, to ensure achievement and sustainability of the LTA's business goals and objectives. |                             |                |

### Primary Objective

To lead and ensure, based on capable and best practices that administrative support services is provided to all other support services of the Authority so that output and associated objectives are achieved as set out in the Authority's Corporate and Annual Plan.

### Responsibilities

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| 1  | Provide high standard of leadership and management and actively participate as part of the Leadership and Management Team in decision-making and governance processes of the Authority.   |
| 2  | Lead and be the role-model of the Authority's values and principles for all staff members member. Manage core functions of the CSD division in order to sustain the provision of a safe national road network and be accountable for the effective and efficient usage of the divisional resources. |
| 3  | Ensure that effective performance management and evaluation processes are undertaken annually or when required for all staff of the Authority.  |
| 4  | To provide job support network, coaching as well as training for team members to ensure their continuous development as per approved Annual Training Plan. Facilitate division/authority training sessions, workshops and team strengthening exercises when required.                               |
| 5  | Constantly review and forecast the Authority's HR development needs and discuss with the Chief Executive Officer and Managers possible capability development strategies to address real and apparent human resources' needs.   |
| 6  | Review and propose to the CEO for Board's approval of appropriate amendments to HR procedural policies and processes in response to appropriate demands and changes.  |
| 7  | Coordinate and facilitate divisional plans to ensure the achievements of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan and the Annual Budget.  |
| 8  | Ensure timely and accurate monthly HR reports to all Output Managers to assist them in monitoring their staff.  |
| 9  | Develop and formulate capability/development plan for the CSD Division and to assist other divisions with preparing list of actions and solutions in identifying skills gaps.   |
| 10 | Lead and supervise the performance of all other administrative services such as record keeping, mail delivery, queries from the general public and answering telephones.  |
| 11 | Develop and implement the Authority's Reports/Plans such as Workforce Plan, Corporate Plan, Management Plan, Annual Reports, Performance Management Plans/Appraisals and any other relevant Plan/Reports.   |
| 12 | Work collaboratively with other Managers to ensure the accuracy of personnel records for better planning. Oversee the accuracy and timely dissemination of relevant information regarding the Authority to other SOE's, Government Ministries and our Stakeholders.                                 |
| 13 | Oversee all public relations activities through a well developed media relations strategy, broadcast and online media.  |

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| 14 | Monitor, analyze, communicate and manage PR results and media enquires on a daily/weekly/monthly basis. |
| 15 | Represent the Chief Executive Officer in Government committees and any other duties as directed.        |

| Selection Criteria   |   | Essential - Desirable | Weighting |
|----------------------|---|-----------------------|-----------|
| Qualification        | A Bachelor Degree in Commerce/Management field or relevant discipline.  | Essential             |           |
| Work Experience      | Must have at least 5 years of relevant experience in the Operation and Management of Human Resource.  | Essential             |           |
| Knowledge and Skills | Demonstrate effective judgment to weigh up options and develop realistic solutions.   | Essential             |           |
|                      | Demonstrated ability to perform critical analysis and initiate HR policy interventions and advice to the Chief Executive Officer.   | Essential             |           |
|                      | Demonstrated ability to collaborate, network, negotiate and engage effectively with other Managers and with external stakeholders on issues pertaining to Human Resources and General Administration.   | Essential             |           |
|                      | Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.   | Essential             |           |
|                      | Should be computer literate and has proven experience in Microsoft Excel software, and other office/financial management database etc.  | Essential             |           |
|                      | Excellent verbal/written communication skills and interpersonal skills in Samoan and English  | Essential             |           |
|                      | Has sound knowledge of the following legislations; <ul style="list-style-type: none"> <li>• LTA Act 2007</li> <li>• LTA Regulations</li> <li>• Public Finance Management Act 2001</li> <li>• Public Bodies Performance and Accountability Act 2001</li> <li>• Labour and Employment Act 2013</li> </ul> | Essential             |           |

| Competencies |   |
|--------------|---|
| 1            | Leadership  |
| 2            | Strategic Management                              |
| 3            | People/Human Resource Management                  |
| 4            | Goals and Achievements                            |
| 5            | Planning and Implementation                       |
| 6            | Holding Others Accountable                        |
| 7            | Policy and Regulatory Metrics                     |
| 8            | Relationship with staff and external stakeholders |
| 9            | Financial Accountability                          |
| 10           | Flexible/common sense                             |
| 11           | Integrity & Perseverance                          |

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| Prepared by: | Human Resource |
|--------------|----------------|