

Land Transport Authority Job Description

Date:	17 th December 2018	Position Title	Manager Legal
Division:	LEGAL DIVISION	Classification Level	\$84,048.00per annum
Directly Supervises			
Reporting Structure	The Chief Executive Officer for the effective administration and management of Land Transport Authority's governing legislation.		

Primary Objective	
	<p>The Legal Advisor's primary function is to ensure that the LTA's rights, activities and interests are legally protected and that they comply with all legal requirements.</p> <p>He/ She will provide specialized legal advice and services to the Chief Executive Officer, LTA management and LTA Board of Directors on a range of matters with primary emphasis on management of contracts, land leases and legislation and/or policy compliance.</p>
Responsibilities	
1	Responsible for the effective administration and management of Land Transport Authority's governing legislation and ensuring compliance with all other legislations, cabinet directives and policies that applies to the Authority;
2	Responsible for providing advice and assistance to the Board of Directors, Chief Executive Officer, Management and the Authority on all legal matters (including but not limited to commercial law, land law, employment law, contract law) to support the control and management of legal risk;
3	Provide sound legal advice regarding the management and administration of contracts to which LTA is party;
4	Prepare and/ or review commercial legal documents (including but not limited to service contracts, construction contracts, World Bank, ADB and EU standard legal documents); as well as Employment contracts for the Land Transport Authority.
5	Provide assistance for the procurement of services and contracts through tendering, evaluation and contract documentations.
6	Monitor and manage all land leases (customary and freehold) to which LTA is party;
7	Initiate and advance legal proceedings against non-compliance for all relevant traffic acts, regulations and orders.
8	Responsible for the development and continuous review of relevant legislation including regulations, ordinances and orders.
9	As part of senior management, contribute to the overall effective management of the Land Transport Authority including active participation in the development and implementation of the Corporate Plan and other strategic planning initiatives.
10	Prepare submissions on legal issues for the Board of Directors.
11	Draft and prepare relevant correspondence for the Chief Executive Officer.
12	Represent the LTA in local or external forums.
13	To provide legal training to LTA staff when required.

Selection Criteria		Essential - Desirable	Weighting
1	Minimum qualification of a degree in Law and a practicing member of the Samoa Law Society.		
2	Must have at least 5 years practical experience in a legal advisory role preferably for a public utility.		
3	Sound working knowledge of all relevant legislation directly applicable to LTA including but not limited to the Land Transport Act 2007, Public Bodies (Performance & Accountability) Act 2001, Public Finance Management Act 2001, Labour & Employment Act 1972, Alienation of Customary Land Act 1965, Occupational Safety and Health Act 2002.		
4	Sound working knowledge in legal interpretation, contract law, employment law and land law (in particular the area of customary land leases in Samoa).		
5	High level liaison and negotiation skills (in particular an ability to deal with customary beneficial land owners, professional consultants and other government agencies)		
6	Strong planning and organizational skills including an ability to manage multiple and shifting priorities and to work within tight deadlines and budgets.		
7	Highly developed written and oral communication skills in English and Samoan.		
8	Ability and willingness to initiate and implement corporate policies and change management processes.		
9	Sound practical knowledge of commonly used programs, such as Microsoft Word and Excel.		

Competencies	
1	Leadership
2	Strategy
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/ common sense
11	Integrity

Prepared by:	Human Resource
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