

Land Transport Authority

Job Description

Date:	25 March 2024	Position Title	Legal Consultant
Division:	LEGAL DIVISION	Classification Level	G9/S1 – G9/S7 \$71,026.49-\$92,527.10 p.a.
Tenure	3 years Contract		
Reporting Structure	Manager of Legal Division		
Primary Objective			
	<p>The Legal Consultant's primary function is to assist the Manager Legal in ensuring that the LTA's rights, activities and interests are legally protected and that they comply with all legal requirements. He/ She will be required to assist the Manager Legal in the provision of specialized legal advice and services to the Chief Executive Officer, LTA Management and Board of Directors on a range of matters, with primary emphasis on management of contracts, legislation and/ or policy compliance.</p>		
Responsibilities			
1	Provide immediate legal advice and support to the Legal Manager on institutional legal matters.		
2	Conduct legal research and analysis on contractual, constitutional, commercial, litigation and legislative interpretation matters.		
3	Drafting and reviewing of legal material – contracts, legal agreements and legal opinions.		
4	Advice on legal risks associated with operations of LTA and proposes courses of action.		
5	Review and recommend necessary legislation change to further strengthen the effectiveness and efficiency services for LTA.		
6	Assist in negotiation and settlement of legal disputes against LTA.		
7	Assist in preparations of legal proceedings against LTA in collaboration with the Office of the Attorney General.		
8	Assist in the development of systems and procedures to improve the delivery of services by the Legal Team.		
9	Represent LTA in local and overseas forums/meetings.		
10	To provide legal training to LTA staff when required.		
11	And any other duty instructed by Manager Legal and/or Chief Executive Officer.		

Selection Criteria		Essential - Desirable	Weighting
1	A Bachelor of Law and a practicing member of the Samoa Law Society.	Essential	
2	At least three (3) years practical experience in a legal advisory role.	Essential	
3	In-depth knowledge and understanding of all legislation and regulations applicable to the operation of LTA.	Essential	
4	Demonstrated ability in written and oral communications, strategic planning and analytical skills, litigation skills, legal drafting skills, negotiation skills, decision making skills and legislative interpretation skills.	Essential	
5	Sound working knowledge in drafting pleadings or court documentations in relations to litigation matters.	Essential	
6	Strong planning and organizational skills with an ability to manage multiple tasks.	Essential	
7	Sound practical knowledge of commonly used computer programs.	Desirable	

Competencies	
1	Leadership
2	Decision Making
3	Flexible & Common Sense
4	Honesty
5	People Management
6	Relationship establishment with stakeholders
7	Legal & Politics background
8	Punctuality
9	Integrity

Prepared by:	Human Resource
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