
 OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY  <small>PO Box 1884, Apia, Samoa - T: (685) 21611 F: (685) 21617 E: ocl@parliament.su.wi www.parliament.su.wi</small>	
Job Title	PRINCIPAL POLICY & PLANNING
Division	INSTITUTIONAL STRENGTHENING SERVICES DIVISION
Reports to	MANAGER INSTITUTIONAL STRENGTHENING SERVICES DIVISION
Reporting positions	SENIOR POLICY & PLANNING OFFICER, RESEARCH OFFICER
Classification level	A16/L16
Salary	\$47,874.00
Main purpose of Role	To lead the development and implementation of policy advice and strategic plan of the Legislative Assembly to successfully achieve its strategic goals.
Technical	
Quality Assurance and customer satisfaction	Proactively guide, advice and support management on policy advice and strategic plan of the Assembly to make sure that goals and deliverables are relevant and realistic.
Technical Duties	<ol style="list-style-type: none"> 1. Lead the development and implementation of the Assembly's Corporate Plan and Annual Management Plans in accordance with the Assembly's Planning Cycle. 2. Provide technical advice, guidance and support to management and staff on the development and implementation of their plans to ensure that plans are aligned and relevant to the Assembly's strategic direction 3. Monitor the implementation of the Annual Management Plans to ensure that the different business units are on track and submit progressive report to management on a quarterly basis. 4. Prepare the Annual Report immediately upon completion of the financial year for timely submission to Cabinet and relevant Parliamentary Committee. 5. Lead the mid-term review of the Corporate Plan to determine the Assembly's performance against the set targets and recommend appropriate actions/strategies as a way forward. 6. Coordinate policy formulation and review by analyzing information relevant to the Assembly's strategic direction and

	<p>working with relevant managers to ensure policies are relevant and realistic.</p> <ol style="list-style-type: none"> 7. Provide technical policy advice, guidance and support to management and staff on policy issues and initiate development of relevant policies to suit. 8. Monitor the implementation of policies and provide relevant recommendation to management as a way forward. 9. Continuously research and identify areas where policy development is needed and recommend development of relevant policies to management. 10. Continuously develop, police and review policies to align to a change and revolving nature of the Assembly. 11. Deputises the Manager in his/her absence.
<p>Business Planning, Reporting, Management</p>	<p>Compile Annual Management Plans from the respective divisions before the start of the financial year.</p> <p>Submit Annual Work Plan to Manager before the commencement of the Financial year.</p> <p>Submit annual budget for the Policy & Planning function to the Manager for consideration.</p> <p>Provide quarterly progressive reports to management in tracking the performance of teams against their annual management plans.</p>
<p>People management, development and teamwork</p>	<p>Develop and maintain healthy, respectful and trusted professional relationships with Members of Parliament, management, staff and stakeholders to ensure a harmonious working environment.</p> <p>Provide support, training and advice to other members of the team when and where needed.</p> <p>Continuously develop self for personal and professional advancement.</p> <p>Provide training to management and staff on policy and planning matters.</p>
<p>Administration</p>	<p>Organise logistics and administration duties for the preparation of the Corporate Plan.</p> <p>Ensure proper documentations and filing of all correspondences, serial filing and all other official documents pertaining to policies and plans.</p>

	Update all reviewed/amended policies and update management and staff.
Advice and consultancy	<p>Escalate to managers any policy issue or planning issue.</p> <p>Provides guidance to management regarding the development of their annual management plans.</p> <p>Provides advice on policy issues when and where required.</p>
General Responsibilities	<p>Responsible for learning & understanding all laws, regulations and policies governing employment with OCLA.</p> <p>Adheres to the Office's Equal Employment Opportunities policy in all activities, and actively promotes equality of opportunity wherever possible.</p> <p>Is responsible for own health and safety and that of colleagues.</p> <p>Undertakes other such other duties as may be reasonably expected.</p>
Performance Measures	<p>Achievements of the goals and deliverables set out in the Assembly's Strategic Direction.</p> <p>Compliance of staff to policies and regulations governing employment within OCLA.</p> <p>Preparation and submission of Annual reports on time.</p>
Decision Making Authority	Can make decisions strictly within policies and no authority to make decisions on major divisional matters without consultation with Manager.
Frequent Contacts	Clerk, management, staff and occasionally member of Parliament and the public.
Selection Criteria	
Qualifications	Minimum of Bachelor's degree in Arts majoring in Planning or Policy or other relevant discipline. (Essential)
Experience	<p>Must have at least 7 years of relevant technical work experience in areas of Planning and/or Policy, preferably in government or relevant organisation. (Essential)</p> <p>Experience in working in a challenging working environment.</p>

Skills	<p>Must have excellent people skills and technical knowledge on Human Resources work and learning and Development.</p> <p>Must be highly proficient in the use of computers and in various Microsoft suites (Essential)</p> <p>Must have excellent written and oral skills in both English and Samoan (Essential)</p> <p>Must have excellent decision making and advisory skills.</p>
Personal Attributes	<p>Must possess pleasant manners, approachable with attention to detail skills (Essential)</p> <p>Must have a flexible attitude to working hours (Essential)</p>
Document History	
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Revision History	