

MINISTRY FOR PUBLIC ENTERPRISES

JOB DESCRIPTION	
Position Title:	Policy Analyst (Governance)
Position Code:	PE000011
Division	Public Bodies Governance Division (PBGD)
Salary Grade:	A10
Salary Range:	\$24,515.00

Ministry's purpose
To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development.

Divisional purpose
To improve the performance of Public Bodies by strengthening their governance and regulatory frameworks in accordance with the Public Bodies (Performance & Accountability) Act 2001.

Purpose of the position
The purpose of this Policy Analyst position is to assist in monitoring the performance of Public Body Boards and Board Directors in accordance with the expectations of the Public Bodies (Performance & Accountability) Act 2001.

Key Relationships	
Responsible to:	Assistant Chief Executive Officer, Public Bodies Governance Division through the Principal Policy Analyst (Governance).
Functional relationship:	27 Public Bodies (State-owned Enterprises)

Key Responsibilities & Duties
<p>Research and Analysis</p> <ol style="list-style-type: none"> 1. Participate and contribute to the Ministry's Corporate and the Division's strategic planning process. 2. Conduct selective research into policies, strategies and frameworks that will support and enhance the performance of Public Body Boards and Board Directors. 3. Review Public Body Quarterly and Annual Reports and identify governance related issues affecting their performance. 4. Prepare annual performance summaries for Public Bodies for the Independent Selection Committee (ISC). 5. Assist in the preparation of submissions, briefing notes and drafting of responses to queries & correspondence for the CEO and ACEO. 6. Assist with the conducting of the performance review of Boards & Board Directors as required by the ACEO. <p>Administration</p> <ol style="list-style-type: none"> 7. Assist with the provision of administrative and technical support services to the ISC. 8. Support the recruitment & selection process for new Directors undertaken by the ISC. 9. Assist with the organizing of meetings and training (workshops, seminars etc.) for Board Directors and provide secretariat support by preparing agendas, minutes and carrying out other administrative duties as required. <p>Database & Information Management</p> <ol style="list-style-type: none"> 10. Update the Director's database by verifying all Director Appointments, Warrants of Appointments and Declaration of Pecuniary Interest & Convictions (DPIC)

Selection Criteria		
Merit	Job Competencies	Details
Skills & Abilities	Research (<i>Essential</i>)	<ul style="list-style-type: none"> • Able to conduct research that is organized, structured and demonstrates critical thinking.
	Analysis (<i>Essential</i>)	<ul style="list-style-type: none"> • Ability to review and analyse information and make recommendations that are evidence

	Planning <i>(Essential)</i> Communication <i>(Essential)</i>	based. <ul style="list-style-type: none"> • Ability to organize and prioritize work/activity related tasks. • Write clearly in a range of styles and formats with good oral presentation skills in both English & Samoan.
Personal Attributes	Honesty <i>(Essential)</i> Building Relationships <i>(Essential)</i>	<ul style="list-style-type: none"> • Committed to honesty with a strong work ethic and desire to get the job done to the best of one's ability. • Understands the importance of building good relationships with colleagues and external stakeholders.
Experience & Past Work	Financial <i>(Essential)</i> Relevant Experience	<ul style="list-style-type: none"> • Knowledge of financial management and corporate finance. • Participated in research work (academic, professional etc.) in the last 18 months. • Written reports and prepared correspondence that was clear and informative. • Contributed to an event that needed planning, administration, budgeting and the coordinating of resources.
Qualifications	Undergraduate Degree <i>(Essential)</i>	<ul style="list-style-type: none"> • Minimum qualification – A Bachelor's degree in Public Policy, Management, Commerce or other relevant field of study.