



**Public Trustee
Public Trust Office**

POSITION COMPETENCIES

A. SKILLS AND ABILITIES

1. Strategic Leadership

- Articulates a clear vision of the Office and inspires a sense of shared purpose and direction.
- Drives the Authority's vision and long-term direction to achieve government and agency objectives and ensure improved services to the community.
- Considers emerging trends and multiple perspectives when assessing impact of key issues and identifies long-term opportunities and viable solutions.
- Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Office's goals.
- Provides advice to government that reflects analysis of a broad range of issues and the whole-of-government agenda.
- Demonstrates a sophisticated understanding of political, social and economic factors affecting the Office.
- Must have sound knowledge of all current and relevant legislations governing the Authority's operations and related to Authority.



2. Building Relationships

- Builds and sustains relationships within the Public Body, with the Minister, across the Public Sector, across agencies and with a diverse range of external stakeholders.
- Drives a culture of collaboration, participation and values diverse viewpoints to enhance operations.
- Recognizes importance of consultation, stakeholder engagement and fostering teamwork.
- Encourages and maintains a performance culture ensuring regular feedback and recognition of achievement.
- Empowers, mentors and engages in activities to sustain morale.
- Being able to communicate the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.

3. Delivers and Achieves Results/Outcomes

- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Drives activities that support organizational sustainability, operational efficiency and flexible resource management.
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
- Drives an efficient and effective system of reporting progress and evaluation results.
- Engenders a culture of accountability and transparency.
- Optimizes professional expertise to improve overall performance and delivery of organizational outcomes.



B. PERSONAL ATTRIBUTES

1. Integrity/Ethics

- Provides impartial and forthright advice.
- Models high standard of ethics and probity.
- Is widely trusted and seen as a direct, truthful and courageous individual.
- Serves the Government of the day irrespective of personal preferences.
- Exemplifies integrity and personifies Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.



2. Commitment & Personal Drive

- Takes responsibility and initiates timely action to resolve issues.
- Is prepared to make tough corporate decisions to achieve desired outcomes.
- Accepts accountability for mistakes made in the organization and ensures corrective action is taken.

3. Intellect and Judgment

- Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting whole-of-government agenda and impacts on the Office.
- Shows levels of high analytical, conceptual and innovative thinking.
- Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance organizational performance.
- Anticipates implications and applies effective judgment to develop solutions.

3. Creativity and Innovation

- Consistently generates and employs original ideas, tackling both simple and complex problems.
- Pursues new methods and solutions, thinks outside the box, connects disparate ideas and is unafraid to use unorthodox methods.



- Brings out the best in others in brainstorming sessions or one-on-one, leading them to discover new connections, new solutions and new ways of doing the job.
- Ensuring a safe and happy work environment for all employees where they can freely express their creativity and individuality and still value being part of the Office.

C. EXPERIENCE & PAST PERFORMANCE

- The Public Trustee should have a minimum of at least 8 years of practical experience in the relative field of trust and estate administration and trustee management, planning and financial oversight;
- 5 years of experience in personnel management, including hiring, supervision, evaluation and benefits administration;
- 3 years of experience working with a Board of Directors.

D. ACADEMIC QUALIFICATION



- Minimum qualification of a Bachelor’s degree either in Finance, Accounting, Economics or Business Management or in other related discipline relevant to this position.
- Special Conditions:
- Admission, or ability to gain immediate admission, as a Legal Practitioner of the Supreme Court of Samoa and /or member or eligible to be a member of the Samoa Institute of Accountants.