



MINISTRY FOR PUBLIC ENTERPRISES

POSITION DESCRIPTION

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| Position Title: | Principal Policy Analyst (Governance) |
| Position Code: | PE000007 |
| Division: | Public Bodies Governance Division (PBGD) |
| Salary Grade: | A16 |
| Salary Range: | \$50,296 - \$58,527 |

PRIMARY PURPOSE

The purpose of the Principal Policy Analyst – Boards & Directors is to strengthen, support and monitor the performance of Public Body Boards & Directors in line with the Public Bodies (Performance & Accountability) Act 2001.

| Key Areas of Responsibility. | Performance Expectations and Deliverables. |
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| Policy Advise & Development | <ul style="list-style-type: none"> • Develop policies, strategies and frameworks to support and enhance the performance of Public Body Boards and Board Directors. • Provide accurate and timely advise on the duties & responsibilities of Board Directors as well as the management of their performance. • Coordinate and lead the development of resources (guidelines, tools etc.) to help strengthen the performance of Directors in accordance with their duty of care obligations as described in the PB Act 2001 and other legislation governing Public Bodies. |
| Research and Analysis | <ul style="list-style-type: none"> • Lead the review and analysis of new trends and developments relating to the key competencies, values & experience for directors and how these can be localized to enhance Board governance. • Analyze reports on Board governance and make recommendations. • Provide high level strategic analysis of Public Body Quarterly and Annual Reports and identify governance related issues affecting organizational performance. • Critically assess Public Body Board Directors performance and provide advice on areas for improvement. |
| Monitoring and Evaluation. | <ul style="list-style-type: none"> • Support and monitor the implementation of the Performance Management Framework for Public Body Boards & Board Directors. • Monitor and provide monthly reconciliation on the ISC budget and ensure the ISC review their allowances on time. |
| Information Management and Communication. | <ul style="list-style-type: none"> • Oversee the updating of the Directors Database and prepare monthly reports for the Minister, CEO and the ISC. • Monitor Director attendance at Board meetings and provide quarterly updates. |
| Other Work. | <ul style="list-style-type: none"> • Provide secretariat support services to the Independent Selection |

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| | <p>Committee with the recruitment, selection and appointment of Board Directors, composition reviews and other areas as directed.</p> <ul style="list-style-type: none"> • Provide strategic advice and contribute to the preparation of Management Plans, Annual Reports, Cabinet submissions, the Budget and other reports as required. • Provide training to Public Body Board Directors and members of the Governance Division on governance related topics, issues as directed by the ACEO. • Continuously develop relationships with Public Bodies and other relevant agencies such as the public Service Commission, Audit Office, Ministry of Finance to ensure SOE policies are aligned to Government polices & procedures of operation. |
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CORE COMPETENCIES/SELECTION CRITERIA

To effectively and efficiently perform this role, you must possess/demonstrate the following competencies:

Skills and Abilities

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| Strategic Thinking | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Understands the importance of the Ministry's purpose and its relationship the Government's development agenda. • Can link strategy with medium and long term requirements and organisational objectives, and develops long term solutions. • Able to consider long term opportunities and potential areas of change. • Displays proactive and forward thinking with good levels of judgment and decision making. • Able to provide a clear sense of direction and inspire a positive attitude at work. • Is focused on knowing the business of the organization. |
| Planning and Organizing | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Schedule activities to ensure optimal use of time and resources. • Focused on delivering the best outcome using the resources available. • Produce detailed activity plans where objectives are defined and action steps for achieving them are clearly stated. • Monitors performance against objectives and re-prioritizes where necessary. • Able to meet tight deadlines and work effectively under pressure. • Have excellent project management skills. |
| Research and Analytical | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Seek all relevant information for problem solving. • Identifies key issues and understands the interrelationships between issues and their implications. • Able to analyze information presented in a variety of forms to assist in problem solving. • Is analytically agile. • Draw sound conclusions from the information available. |

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| Written & Oral Communication | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Write in a clear, fluent and concise manner • Produce written communication that is appropriate and readily understood by the intended audience • Organize and presents information in a logical sequence • Is articulate; speaks clearly and with confidence |
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Personal Attributes

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| Building Productive Relationships | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Are able to establish and maintain relationship with people at all levels. • Active team player who understands team dynamics and the factors that can affect a team's performance. • Able to establish useful partnerships with people across business areas, functions and organizations. |
| Coaching and Developing Others | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Actively seek to improve the skills and abilities of others by providing constructive feedback, coaching and training opportunities. • Effectively empower others by investing them with the authority and latitude to accomplish tasks effectively. • Appropriately delegates responsibilities to further the development of others. |
| SPS Values and Ethics | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Familiar with the SPS Code of Conduct. • Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness. |
| Integrity | <ul style="list-style-type: none"> • Acts with integrity at all times. • Is an example of professionalism, impartiality and objectively with regards to sensitive matters. • Is loyal and can make sound decisions based on facts in accordance with established legislation and policies. |

Knowledge

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| Policies & Legislations | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Must have sound knowledge and understanding of legislations governing the work of the Ministry for Public Enterprises. • Must have sound understanding of relevant policies and procedures guiding work operations. • Knowledge and understanding of the Government of Samoa's planning framework. |
| Human Resource Management and Public Administration | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Must have knowledge and understanding of HR Management and Development. • Must have knowledge and understanding of good governance and effective leadership. |
| Project Management | <p>Individuals who demonstrate this capability:</p> <ul style="list-style-type: none"> • Excellent knowledge, understanding and experience in planning, implementing and monitoring projects. |

Experience

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| Experience and Past Work Performance | 5 years relevant work experience in: <ul style="list-style-type: none">• Policy Development and Advice• Research and Analysis• Performance Management• Proposal and Reporting Writing• Networking |
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Qualification

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| Formal Qualification | Must have a minimum qualification of a Bachelor's degree in Public Policy or relevant fields. |
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