



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY: Ministry of Justice and Legal Affairs

DIVISION/SECTION: Legal Policy Unit

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 292-00211

MINISTRY VACANCY REF:

POSITION TITLE: Chief Legal Policy Officer

POSITION LEVEL: Level 13/SS1

SALARY RANGE: \$3,602.76- \$4,707.36

THIS POSITION REPORTS TO: Deputy Secretary Technical

THIS POSITION SUPERVISES: Senior Legal Policy Officer

SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to Solomon Islands.

The Legal Policy unit support the Ministry of Justice and Legal Affairs to develop and review of legal policies and legislation in accordance with SIG priorities

The Chief Legal Policy Officer (CLO) is responsible for providing strategic leadership, oversight, and coordination of the Legal Policy Unit. The role ensures that the Ministry's legislative and policy objectives are effectively implemented in line with the MJLA legislative programs.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. EXECUTIVE MANAGEMENT

- Provide leadership and direction to the Legal Policy Unit, ensuring timely delivery of outputs, staff performance, and compliance with administrative and reporting requirements.
- Participate in relevant committees and working parties established to progress identified priorities.

2. CORPORATE SERVICES

- Participate in the budget development process to ensure that there are sufficient funds and resources available to support the consultation and research processes.
- Liaise with the DST, DSC and the FC about resources required and used by the unit.
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

3. LEGAL POLICY & RESEARCH

Manage the legal policy work of the MJLA in accordance with Ministry and Government priorities, and provide advice to the Minister and executive on matters within the Ministry's legislative portfolio.

- Undertake legal policy research, identify policy issues and develop and evaluate policy options for the MJ&LA
- Prepare relevant materials for Cabinet and Parliament, including attendance at Parliamentary Committee meetings
- Review current legislation and co-ordinate legislative reform for the MJ&LA, including assisting the Legal Draftsman on the preparation of Acts and Regulations
- Supervise and mentor other officers in the unit.

4. COMMUNITY ENGAGEMENT

- Consulting with all stakeholders: government ministries,
- NGOs, community groups and the general public on matters relating to policy Initiatives or issues relating to the MJ & LA.

5. SECTOR STRENGTHENING AND REFORM

- Identify issues, areas of need, policies and processes that will enhance the understanding of and application of the rule of law.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Timely completion of unit reports and regular updates provided to the Executive.
2. Consultation papers effectively supervised, coordinated, and completed to required standards.
3. Policy papers and reports successfully progressed through consistent supervision, coordination, and monitoring.
4. Enhanced capacity and performance of all legal officers through targeted training and support.
5. Relevant and accurate information consistently supplied to Management to support informed decision-making.
6. Full compliance with SIG public service regulations, orders, instructions, codes of conducts.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A Bachelor's degree in Law from a recognised institution and eligible to be admitted to practice as a Legal Practitioner in the Solomon Islands.

Capabilities Required

- Demonstrated legal research and analysis experience.
- Ability to undertake high quality legal research and to provide sound advice in a timely manner
- Ability to work without supervision
- Demonstrated ability to understand complex legal issues

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1.** Minimum 5 years' experience as a legal practitioner, legal officer or legal policy officer
- KSC2.** Ability to plan, implement and evaluate a program of legal policy and advice work according to agreed targets and with budget provisions
- KSC3.** Proven experience in completing detailed pieces of research on time, within the planning framework and deliver the expected outcome.
- KSC4.** Proven consultation and facilitation skills especially focused on engaging discussion and obtaining thoughtful and considered responses.
- KSC5.** Demonstrated high level communication and interpersonal skills including the ability to prepare written reports and submissions and the ability to effectively communicate and negotiate with both internal and external stakeholders
- KSC6.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,602.76- \$4,707.36 **Annual Salary:** \$ 93,671.89 - \$ 122,391.30

Annual Leave entitlement: 28 days per annum

Housing Allowance: Payable 10% of the Basic Salary if no Housing is provided

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: