



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Legal Officer</b>
<b>Division/Programme:</b>	Office of the Deputy Director-General (Operations and Integration)
<b>Location:</b>	<b>Noumea/Suva</b>
<b>Reporting to:</b>	Senior Legal and Governance Counsel
<b>Number of Direct Reports:</b>	n/a
<b>Purpose of Role:</b>	Manage the flow of requests to the Legal Team, review procurement contracts and grant agreements, funding arrangements, letters of agreement, memorandums of understanding and other legal documents as required, and provide legal advice on these matters to SPC.
<b>Date:</b>	June 2024

### Organisational Context and Organisation Chart

The position reports to the Senior Legal and Governance Counsel in the Legal Team. The Legal Team plays a critical role in overseeing governance, legal and risk management support and advice to SPC. The Team is heavily involved in improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services and improve operational compliance.

The position is the member of the legal team responsible for managing day-to-day requests for legal assistance. Their role is to deal with routine requests, including the drafting and review procurement, grants and other contracts, funding arrangements, letters of agreement, memorandums of understanding and other legal documents as required. The position will manage the flow of requests to the Legal Team via the legal inbox and deal with routine requests, as well as provide legal advice to SPC corporate services divisions, and assist with corporate reforms.

The position will work with all divisions and programmes across SPC to support their legal needs and mitigate risk. The position will assist to improve systems and achieve efficiencies.

## Key Result Areas (KRAs):

The position of Legal Officer encompasses the following major functions (or Key Result Areas)

***The performance requirements of the Key Result Areas are broadly described below***

Jobholder is accountable for	<i>Jobholder is successful when</i>
Manage the daily flow of legal assistance requests received. This includes recording requests, filing emails and documents in dedicated folders, acknowledging receipt, allocating requests within the team according to complexity and rigorously managing a response timetable in line with the team's priorities. (30%)	Workload is managed. Clients receive prompt follow-up and response to their requests for legal assistance.
Draft and review procurement, grants and other contracts, as well as letters of agreement, memorandums of understanding and templates to protect SPC and minimize risk while adhering to the principles of international administrative law and taking into account the domestic law as it impacts SPC's operations. Provide legal advice to divisions on legal issues that arise in the preparation of the contracts. (25%)	Contracts and other documents are drafted on time and are of a high quality. Risks to SPC are managed Advice is accurate and timely. Information is pertinent. Divisions are supported with their legal needs.
Builds strong collaborative relationships internally throughout SPC and with external stakeholders. (10%)	Improved organisational use of legal services and understanding of legal issues  Divisions increase engagement with legal team  Positive feedback from divisions and external stakeholders
Contributes to governance and corporate services improvements, especially procurement and grant reforms. (10%)	Actively contributes to projects led by the Legal Team to improve SPC's governance and corporate services to align with international standards and best practice  Work is integrated through all areas of SPC
Provides outreach, education and training and raises awareness of SPC's governance framework, legal obligations and responsibilities to SPC staff. (20%)	Improved understanding and ability of SPC divisions and corporate teams to self-help with legal templates and to understand recurring legal issues
Other duties as required (5%)	Completion of all tasks assigned

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken:**

Providing consistent and quality legal advice on high volumes of urgent contracts.

Providing legal advice on legal issues to SPC, including international law and international administrative law, funding and grant agreements, procurement and employee relations

Negotiations on contracts, development partner funding agreements or international agreements

Maintaining strong collaborative relationships with divisions and corporate services teams from diverse cultural and sectoral backgrounds

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Development partners</li> <li>• Implementing partners</li> <li>• Vendors and grantees</li> </ul>	<p>Negotiation of legal agreements, funding arrangements, grants and contracts</p>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Legal Team</li> <li>• Procurement and Grants Team</li> <li>• All divisions</li> <li>• SPC staff</li> </ul>	<p>Provision of legal advice to internal clients, on contracts and other legal documents and to prepare for external contract negotiations</p> <p>Meetings to provide advice on contracts, letters of agreement and MOUs</p> <p>Guiding the development of improved legal information</p>

**Level of Delegation:**

Routine Expenditure Budget: *None*

Budget Sign off Authority without requiring approval from direct supervisor: *None*

**Personal Specification:**

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

Essential:	Desirable:
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Advanced university degree in international law or related area. Meets the professional requirements to practice law in one or more jurisdictions of an SPC member country.	Advanced university degree (Master's degree or equivalent degree) in law of international organisations.
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### Knowledge/Experience

Essential:	Desirable:
At least 2 years PQE in providing legal advice on governance, organizational or international law issues or contracts	Professional proficiency in French is highly desirable
Excellent verbal and written communication and negotiation skills	Demonstrated legal experience in a development or international organisation
Excellent legal analytical skills	Experience in the Pacific or working in a multi-cultural organisation
Fluency in English and French (for a Noumea based role).	Experience working in both common and civil law legal systems

### Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Advanced level	<ul style="list-style-type: none"> <li>• Advocacy, negotiation, influencing skills</li> <li>• Interpersonal skills</li> <li>• Legal skills</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Ability to work in a multicultural, multi-ethnic environment</li> <li>• Economic, social and political issues in the region.</li> <li>• Communication skills in French</li> <li>• SPC Regulations and Policies</li> </ul>

### Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Change and Innovation
- Interpersonal Skills
- Teamwork
- Promotion of Equity and Equality
- Judgement
- Building Individual Capacity

### Personal Attributes

- High level of professional integrity and ethics
- Friendly demeanor
- Demonstrated high level commitment to customer service

### Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.