



JOB DESCRIPTION

Job Title:	Senior Legal & Governance Counsel
Division/Programme:	Deputy Director-General (Operations and Integration) Office
Location:	Noumea
Reporting to:	Chief Legal Counsel
Number of direct reports or total headcount:	3 direct reports
Purpose of Role:	<p>Under the responsibility of the Chief Legal Counsel and within the Governance and Legal Affairs department, the Senior Legal & Governance Counsel plays a lead role in maintaining the integrity of SPC's governance framework and SPC's internal legal functions through provision of advice on employee relations, contracts, funding arrangements, matters of international law and other legal issues.</p> <p>The Senior Legal & Governance Counsel plays a lead role in setting the direction for the Governance and Legal Affairs team, improving and embedding SPC's internal regulatory framework, managing a small team, and working collaboratively with the Executive and SPC staff members in all SPC locations to help achieve SPC's strategic objectives, implement operational policies and manage organisational change.</p>
Date:	November 2023

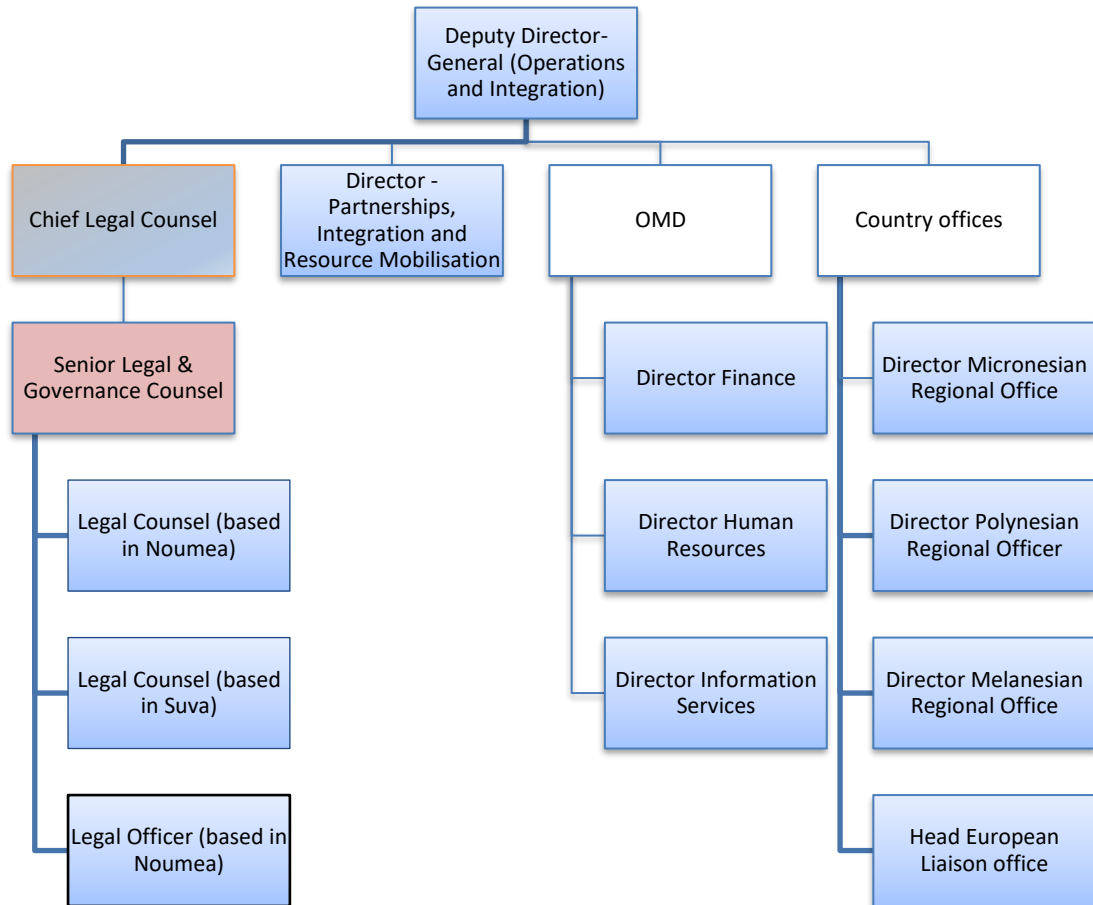
Organisational Context and Organisation Chart

The Deputy Director-General - Operations and Integration (DDG-O&I) provides executive-level leadership and management to the organisation's Operations and Management Directorate (OMD) (including Finance, Procurement, Grants, Travel, Human Resources, Information Services), the Partnerships, Resource Mobilisation and Integration Team, the Governance and Legal Affairs Team and SPC's Micronesian, Melanesian and Polynesian regional offices as well as the European Liaison Office in Paris.

The DDG (O&I) has a critical role in ensuring OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services and enabling operational compliance, in all corporate services.

The in-house Governance and Legal Affairs Team provides legal representation, support and advice to the Director-General, Senior Leadership Team, the secretariat and, where required, Members and partners on a range of issues. As Senior Legal & Governance Counsel, the position reports directly to the Chief Legal Counsel and is responsible for overseeing staff in the Governance and Legal Affairs Team, managing the day-to-day workflow, maintaining the integrity of SPC's governance and legal framework, supporting improvements in SPC's internal regulatory framework, including modernising regulations and policies, supporting quality decision-making and maintaining current instruments of delegations. The position also advises on complex legal issues including host country agreements, organisational governance, contract law, international law, privileges and immunities, employee relations, procurement, ethics, complaints handling, funding arrangements, contracts and risk management. The Senior Legal & Governance Counsel

supports the Chief Legal Counsel in identifying and addressing potential legal issues and risks for current activities, operations and strategic initiatives, manages litigation and may be called on to represent the secretariat in dispute resolution processes, including informal and formal mechanisms.



Key Result Areas (KRAs):

The position of Senior Legal & Governance Counsel 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	Jobholder is successful when
<p><u>KRA 1: Research and Advice (35%)</u></p> <ul style="list-style-type: none"> • Provide high level expert advice and counsel, both written and oral, to all SPC divisions on SPC's internal governance and legal framework, and frequently on a variety of highly complex issues. • Prepare and review memoranda, instruments, contracts, templates and other legal documents. Performs extensive legal research and in-depth analysis and prepares legal opinions, briefs, reports and correspondence. • Identify, research, and analyse governance and legal issues that affect SPC and its activities at national, regional and international levels associated with SPC's activities, ongoing operations, and strategic initiatives. • Provide legal representation to the Secretariat before SPC's governing bodies and manage a full range of associated governance and legal responsibilities for SPC. • Lead in the implementation and protection of SPC's privileges and immunities to support the effective conduct of SPC's business. • Provide expert advice and lead on any dispute or litigation across the organisation. 	<ul style="list-style-type: none"> • SPC's governance framework is safeguarded through timely advice and legal support. • Divisions and other business units are supported in a timely and professional manner. • Improved understanding of SPC's governance framework across the organisation. • Research is accurate and timely. • SPC's privileges and immunities are protected and implemented in accordance with applicable international and national laws. • Any litigation or dispute resolution process are managed in a timely and efficient manner, including with external counsel and/or external dispute resolution mechanisms.
<p><u>KRA 2: Policy, Guideline, Contract Development and Review (35%)</u></p> <ul style="list-style-type: none"> • Lead the team in mitigating SPC's legal risk through continued development and improvement of policies, guidelines, templates and processes. • Lead the review, design and updating of SPC governance documents, policies and guidelines. • Leads on special legal and governance projects. 	<ul style="list-style-type: none"> • SPC's regulatory framework and legal processes are strengthened through improved documentation. • Critical governance documents are updated and maintained and legal advice is provided on issues of organisational importance. • SPC's policies and guidelines are in line with leading intergovernmental organisation and international development standards.
<p><u>KRA 3: Outreach, Education and Training (10%)</u></p> <ul style="list-style-type: none"> • Lead on providing outreach, education and training and raises awareness of SPC's governance framework, legal obligations and responsibilities to SPC staff and members. • Mitigate SPC's legal risk through education and training. 	<ul style="list-style-type: none"> • SPC staff are trained in aspects of governance and SPC's internal legal framework, including international civil servants' obligations and duties. • SPC's regulatory framework and legal processes are strengthened through improved education, communication, training and understanding.

<ul style="list-style-type: none"> • Develop and lead training on governance and legal issues, processes and policies to multi-level audiences across SPC. <p><u>KRA 4: Leadership and Mentorship (10%)</u></p> <ul style="list-style-type: none"> • Lead a team providing high quality governance and legal advice across SPC, including to the Executive, the Regional offices, OMD and divisions and manage a full range of governance and legal issues and responsibilities for SPC under the supervision of the Chief Legal Counsel. • Led in developing a “One OMD for one SPC” culture. • Foster a collaborative and supportive environment within the Governance and Legal Affairs Team and across SPC. <p><u>KRA 5: Systems and Processes (5%)</u></p> <ul style="list-style-type: none"> • Lead on improving legal and governance processes and tools to assist in building understanding and compliance at SPC. • Identify and collaboratively implement improvements in processes, procedures, tools and systems, including monitoring and evaluation. <p><u>KRA 6: Strategy, Planning and Reporting (5%)</u></p> <ul style="list-style-type: none"> • Play a lead role in developing and overseeing the implementation of the Governance and Legal Affairs Team's strategy, in particular in relation to governance. • Lead on the annual development and maintenance of a Governance and Legal Affairs work plan. • Reporting on legal and governance matters to senior organisational stakeholders. <p>Other legal and governance duties, as assigned.</p>	<ul style="list-style-type: none"> • The Governance and Legal Affairs Team are working in a collaborative and supportive environment that promotes teamwork and synergy. • Completion of all tasks as assigned within the team in a timely and professional manner. <ul style="list-style-type: none"> • Improvements in processes, procedures, tools and systems are implemented. <ul style="list-style-type: none"> • A clear and well-defined Governance and Legal Affairs strategy and work plan is implemented and aligned with the organisational goals and objectives • Improved governance practices. • High-quality legal support that contributes to informed decision-making. <p>Completion of all tasks as assigned.</p>
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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:

<ul style="list-style-type: none"> • Providing high quality governance and legal advice on complex and sensitive issues to SPC, including international law, international administrative law, international civil service law, and privileges and immunities. • Negotiations on complex contracts, development partner funding agreements or international agreements, including managing relations with donor and partners. • Influencing the Executive, the Senior Leadership Team and divisional stakeholders. • Maintaining strong collaborative relationships with divisions and corporate services teams from diverse cultural and sectoral backgrounds. • Prioritising and delivering on a range of legal issues at any given time and working towards very tight timelines.

- Assessing different legal options and avenues, and providing legal advice that is fully inclusive of, and addresses the different technical and operational needs of SPC divisions and programmes.
Managing, mentoring and collaborating with staff at all levels across the organisation.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>Key external contacts:</p> <ul style="list-style-type: none"> • CRGA and Conference member representatives • Audit and Risk Committee members, including the Chair • Member countries and territories • Host country officials and bodies • Regional agencies • Development partners, donors and other relevant external stakeholders • External legal counsel • Dispute resolution bodies • Vendors and service providers 	<ul style="list-style-type: none"> • Negotiations of host country agreements and other legal instruments on privileges and immunities. • Engagement in CRGA working groups and sub-committees, including the CRGA sub-committee on the strategic plan and the ARC, on governance matters including policy updates. • Negotiations with donors and partners for favourable funding terms. • Advising on complex governance or employee relations issues. • Participating in meetings and follow-up on agreed actions. • Representing SPC in legal matters (including before the ILOAT), or providing instructions to external counsel. • Representing SPC at meetings, conventions, seminars.
<p>Key internal contacts are:</p> <ul style="list-style-type: none"> • Chief Legal Counsel • Governance and Legal Affairs Team including direct reports • Executive • Members of the Senior Leadership Team • Other staff across SPC's locations and business units 	<ul style="list-style-type: none"> • Providing support and advice to the Executive and OMD Directors and senior managers on governance, legal and operational issues. • Drafting and maintaining SPC's policies and guidelines framework • Providing specific updates and ensuring consultation on implementation of governance and legal matters. • Briefing and reporting on meetings. • Managing direct reports in the Governance and Legal Affairs Team, staffing issues, administration

Level of Delegation:

Routine Expenditure Budget: 250.000 €

Budget Sign off Authority without requiring approval from direct supervisor: 2.000 €

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 incumbent 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:
<ul style="list-style-type: none"> • Post-graduate qualification in a relevant discipline (e.g. economics, law, development studies, business, public administration, organisational development, procurement). • Meets the professional requirements to practice law in one or more jurisdictions of an SPC member country or similar legal system. 	<ul style="list-style-type: none"> • Post-graduate qualification in law. • Under-graduate qualification in another relevant discipline (e.g. economics, development studies, business, public administration, organisational development, procurement)

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • Demonstrable experience and understanding of legal issues facing inter-governmental organisations. • At least 10 years of relevant experience. • Experience in a development organisation. • Very strong analytical and conceptual skills. • Excellent stakeholder management, communication and negotiation skills. • Excellent legal analytical skills. • Experience in managing or supporting organisational change in a complex environment. • Experience managing a small team of staff. • Ability to work well in a multi-cultural and gender-sensitive environment. • Demonstrated experience and knowledge in the legal systems of the member countries and territories of SPC. • Fluent in English and French. 	<ul style="list-style-type: none"> • Experience in providing governance and legal advice at inter-governmental level. • Leadership and management skills, including demonstrated general management and people management skills. • Good knowledge of the socio-economic and socio-political context in the Pacific and in SPC's metropolitan and member countries.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	Legal skills Advocacy, negotiation and influencing skills Interpersonal and people management skills
Advanced level	Governance skills at the level of intergovernmental organisations Communication skills in English and French Ability to work in a multicultural, multi-ethnic environment
Working knowledge	Economic, social and political issues in the region Organisational management skills Change management skills

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 and approachable demeanour
- 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 or regulatory requirements or 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.