



**OFFICE OF THE CLERK
OF THE LEGISLATIVE ASSEMBLY**

PO Box 1866 Apia Samoa - T: (685) 21811 F: (685) 21817 E: ocla@palemene.ws W: www.palemene.ws



Job Title	CLERK ASSISTANT; RESEARCH OFFICE
Division	RESEARCH OFFICE
Reports to	CLERK OF THE LEGISLATIVE ASSEMBLY
Reporting positions	Principal Research Officer, Senior Research Officer, Research Officer
Classification level	CS21
Salary	\$94,624.00 p.a
Main purpose of Role	Is responsible for the development of processes and metrics that support the achievement of the organisation's business goals, coordinates the implementation of services pertaining to the Research Office, reports to the Clerk and advises Office Management about Research issues.
Key tasks	
Technical	
Leadership	<ol style="list-style-type: none">1. Formulates direction and strategy for the Division.2. Manages and provides leadership on all Divisional operational functions.3. Provides timely and appropriate advice on all Divisional matters to senior Management and Clerk.4. Leads the development and direct the implementation of strategies and plans to assist in the continuous improvement of Assembly services.
Business planning, reporting and financial management	<ol style="list-style-type: none">1. Develops, implements, reviews and reports on yearly business Plans.2. Prepares and monitors the Divisional budget and ensure best practice and costs savings are achieved.3. Prepares submissions for additional funding and manages expenditure within OCLA guidelines.4. Develops business reporting metrics for Divisional activity and ensure continued development of regular reports.5. Actively participates in all management committees and senior management meetings.

<p>Quality Assurance and customer satisfaction</p>	<ol style="list-style-type: none"> 1. Develops and ensures the implementation of internal controls which maintain the OCLA reputation and quality of service to Parliament. 2. Foster external relations with stakeholders in the community, industry and other relevant bodies. 3. Oversees the provision of excellent and cohesive service delivery to customers, clients and stakeholders. 4. Develops strategies to monitor and improve policies, procedures and customer service standards in all aspects of divisional operation. 5. Ensures team provides quality service as per established standards.
<p>People management, development and teamwork</p>	<ol style="list-style-type: none"> 1. Leads, develops and manages staff to provide a professional working environment that will ensure that staff meet and exceed parliament expectations. 2. Builds and maintains an effective team by providing strong leadership, direction, mentoring and training. 3. Builds communication and networks with all stakeholders, including the senior management team, ministerial representatives and service providers. 4. Manages the performance of staff to required standards within OCLA guidelines including the successful resolution of staff discipline and grievance issues. 5. Coordinate skills development training for the Research staff, identify and transmit parliamentary best practices adaptable to the Parliament of Samoa context.

Technical Responsibilities	<ol style="list-style-type: none"> 1. Provide research support to the Clerk of the Legislative Assembly.. 2. Provide legislative drafting services to Parliamentary Committees. 3. Provide inquiry and research support to Parliamentary Committees. 4. Provide researched briefs on Bills referred to Parliamentary Committee. 5. Provide researched briefs on Annual Reports referred to Parliamentary Committee. 6. Develop standards and mechanisms for effective Parliamentary Committees review of Ministries/Corporations financial performance against approved budget. 7. Develop standards and mechanisms for effective Parliamentary Committees review of Ministries/Corporations performance against mandates/goals &, legislations etc. 8. Legislative review, consultation and amend parliamentary legislations, manuals, guides and publications under direction of the Clerk of the Legislative Assembly. 9. Prepare the Journal of the Legislative Assembly in accordance with Standing Orders. 10. Produce and load daily summaries of parliamentary proceedings. 11. Any other duties directed by the Clerk of the Legislative Assembly.
General Responsibilities	1. Adheres to the Office's Equal Opportunities policy in all activities, and actively promotes equality of opportunity wherever possible.
	2. Is responsible for own health and safety and that of colleagues
	3. Undertakes other such other duties as may be reasonably expected.
Performance Measures	<ol style="list-style-type: none"> 1. Manages budget expenditure within allocation 2. Manages the Institutional Strengthening and Project Management Services Division business planning cycle 3. Contributes to Office activities 4. Specific indicators as negotiated with the Clerk and Deputy Clerk
Decision Making Authority	1. Resolves staff and stakeholders complaints
	2. Provides advice to Management and Stakeholders on matters affecting Service provision
	3. Provides guidance to assist determine priorities for senior management team
	4. Participates in approvals for recruitment of personnel for division
	5. Allocates team work load and manages team performance.
Frequent Contacts	1. Members of Parliament, Secretariat staff, Government Ministries/Bodies
Selection Criteria	

Qualifications	1. A Bachelor's degree in Political Science, Sociology or relevant field and/or distinction post-graduate qualification in Parliamentary Research from a recognised University (Essential)
Experience	2. At least 6 years of parliamentary research experience (Essential)
Skills	3. Demonstrated ability in written and oral communication in both Samoan and English, strategic planning skills, analytical skills, computer literacy, networking and public relation skills (Essential). 4. Demonstrated ability to manage the financial resources and other resources available to the Office of the Clerk to achieve defined targets and outputs within budgetary expectations (Essential). 5. Demonstrated ability to lead a Division and facilitate high performance and improved service delivery (Essential)
Personal Attributes	6. Must be above reproach in work ethics and must command the respect of subordinates (Essential).
	7. Must be healthy and have a flexible attitude to working hours (Essential).
Document History	
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