

GOVERNMENT OF NIUE
NIUE PUBLIC SERVICE COMMISSION

Job Description

Position	Secretary for Justice
Organisation	Department of Justice, Lands and Survey
Location	Fonuakula, Alofi, Niue
Reports to	Secretary to Government, Niue Public Service Commission and Minister responsible for Justice, Lands and Survey
Term of Service	Two years

1. Overview

The Department of Justice, Lands and Survey plays a central role in supporting the rule of law, effective land administration, electoral administration, statutory registry services, and good governance in Niue. The Department provides strategic leadership, policy advice, and administrative services in close coordination with Cabinet, the Secretary to Government, the Niue Public Service Commission, the Judiciary, Crown Law, public sector agencies, village councils, and community stakeholders.

The Department contributes to the national vision of *Niue ke Monuina* by strengthening access to justice, maintaining reliable land and registry systems, supporting lawful and transparent elections, and ensuring that justice, land, survey, registry, corporate, and electoral functions are delivered with professionalism, integrity, accountability, and service excellence.

2. Departmental Functions

The Department is responsible for executing justice, lands, survey, registry, electoral, corporate, and advisory functions in accordance with national legislation, Government priorities, and Public Service requirements. Core functions include:

- **Justice Administration:** administration and support for court and justice services, including civil, criminal, land, and related matters.
- **Land Administration, Survey and Titling:** land surveys, cadastral records, titling, land registration, land information, and related technical services.
- **Crown Lease and Land Management:** administration of Crown leases, land records, tenure matters, and advice on land use and land management.
- **Registry Services:** administration of statutory registration services, including Births, Deaths and Marriages and related civil registry functions.
- **Electoral Administration:** management of electoral rolls and support for General Assembly, village council, and other election processes in accordance with legislation.
- **Legislative Compliance, Governance and Advisory Services:** legal, policy, governance, compliance, and risk advice to support lawful decision-making and public administration.

- **Corporate Services:** finance, procurement, human resources, asset management, planning, reporting, administration, and departmental performance management.

The Department's work is aligned with Government priorities, the Niue National Strategic Plan, approved Corporate Plans, and whole-of-government public service standards.

3. Secretary for Justice's Role

The Secretary for Justice is the operational head of the Department of Justice, Lands and Survey. The role provides strategic leadership across all departmental functions and is responsible for the effective management, performance, compliance, accountability, and service delivery of the Department.

The Secretary for Justice works closely with the Secretary to Government, the Minister responsible for Justice, Lands and Survey, the Niue Public Service Commission, the Judiciary, Crown Law, central agencies, and external stakeholders to ensure departmental services are aligned with Government priorities, statutory obligations, and the vision of *Niue ke Monuina*.

Key responsibilities include:

- Representing Government on justice, lands, survey, registry, electoral, and governance matters at national, regional, and international levels as required.
- Leading policy, planning, legislative, and service delivery improvements across the Department.
- Managing the Department's work programme, budget, resources, staff, systems, and performance outcomes.
- Reviewing departmental structures, processes, and resources to ensure alignment with Government priorities and changing service demands.
- Collaborating with the Secretary to Government, the Minister, Cabinet, central agencies, and the Public Service Commission to deliver Government priorities.
- Coordinating with the Public Service Commission on human resource, performance, and workforce matters.

4. Leadership Responsibilities

The Secretary for Justice is expected to:

- Provide high-level direction and ensure effective implementation of policies, legislation, corporate plans, and service delivery priorities.
- Oversee all Department operations, including justice administration, land administration, survey and titling, Crown leases, registry services, electoral administration, compliance, corporate services, and stakeholder engagement.
- Strengthen governance, accountability, records management, compliance, risk management, and reporting systems across the Department.
- Lead organisational improvement, digital transformation, service efficiency, and continuous improvement initiatives.
- Ensure robust financial management, procurement, asset management, budget control, and timely reporting.

- Build a high-performance culture through staff development, coaching, succession planning, performance management, and professional standards.
- Maintain productive relationships with the Judiciary, Crown Law, central agencies, legal practitioners, village councils, community stakeholders, and regional or international partners.
- Ensure clear advice, communications, briefings, statements, and reports are provided to the Secretary to Government, Minister, Cabinet, and other decision-makers as required.

These responsibilities are essential for strengthening the rule of law, land administration, public confidence, institutional performance, and good governance across Niue.

5. Core Functions and Role of the Secretary for Justice

The Secretary for Justice actively drives and oversees each core function—not just administratively, but as a strategic and policy leader. The Core Functions and Key Tasks set out below may be varied within reason in consultation with the Secretary to Government to meet changing demands on the role and the Department.

Core Function	Description	Role of the Secretary for Justice – Key Tasks
1. Policy, Strategy and Legislation	Policy, legislative, governance, and strategic planning functions aligned to Government priorities and NNSP.	Lead policy formulation, legislative review, strategic planning, corporate planning, and advice to Cabinet, Minister, SOG, and central agencies.
2. Justice Administration	Administration and support for court and justice services, including civil, criminal, land, and related matters.	Oversee court administration support, justice records, case administration processes, access-to-justice services, and service standards.
3. Land Administration, Survey and Titling	Land surveys, cadastral records, titling, registration, and land information services.	Ensure accurate and timely surveys, land records, titling, registration, land information management, and technical advice.
4. Crown Lease and Land Management	Crown leases, land tenure matters, land use advice, and land management systems.	Maintain Crown lease records, strengthen lease administration, support land-use decision-making, and provide advice on land management matters.
5. Registry Services	Births, Deaths and Marriages and other statutory registration services.	Ensure registry services are accurate, secure, timely, accessible, compliant, and supported by reliable records management systems.

6. Electoral Administration	Electoral roll maintenance and election administration for national and village council elections.	Oversee electoral rolls, election planning, polling processes, statutory requirements, reporting, and public confidence in electoral administration.
7. Compliance, Governance and Risk	Legislative compliance, governance frameworks, internal controls, audit follow-up, and risk management.	Monitor compliance, manage risks, resolve audit findings, strengthen governance systems, and ensure lawful, transparent departmental administration.
8. Financial Management	Budgeting, expenditure control, procurement, revenue, assets, and financial reporting.	Submit budgets on time, manage expenditure within tolerance, maintain procurement and asset controls, and meet reporting requirements.
9. People and Capability	Workforce planning, recruitment, staff development, performance management, and succession planning.	Build capability, fill critical roles, implement performance systems, support training, and foster professionalism and accountability.
10. Stakeholder Engagement and Communications	Engagement with Government, Judiciary, legal practitioners, village councils, community stakeholders, and partners.	Lead engagement, provide briefings, talking points, statements, reports, public communications, and stakeholder updates.
11. Department Operations	Overall management of the Department's services, systems, budget, staff, and operations.	Manage departmental operations to ensure effective service delivery, statutory compliance, reporting, and accountability.
12. Team Leadership	Culture, professionalism, collaboration, innovation, performance, and continuous improvement.	Lead a culture of professionalism, integrity, collaboration, innovation, service excellence, and commitment to <i>Niue ke Monuina</i> .

In performing the duties of the Secretary for Justice, the appointee will be subject to the achievement of Key Performance Indicators listed in Appendix A.

6. Key Relationships

Statutory	The Secretary for Justice is appointed by the Niue Public Service Commission.
Government	Secretary to Government; Minister responsible for Justice, Lands and Survey; Prime Minister and Cabinet; Niue Legislative Assembly; Select Committees; and relevant ministerial delegations.

Public Service	Heads of Department; Office of the Secretary to Government; Office of the Prime Minister; Ministry of Finance; Public Service Commission; Crown Law; and other central agencies.
Judiciary and Legal Sector	Judiciary, court officers, Crown Law, legal practitioners, law enforcement agencies, and justice sector stakeholders.
Community and Private Sector	Village councils, landowners, leaseholders, community organisations, private sector stakeholders, businesses, and members of the public.
Regional and International	Development partners, regional organisations, electoral bodies, justice sector partners, land administration networks, and agencies relevant to governance and compliance commitments.

7. Required Qualifications and Personal Attributes

- **Education:** Bachelor's degree or higher in Law, Public Administration, Governance, Management, Land Administration, Survey, or a related field.
- **Leadership Experience:** Extensive senior management experience within the Public Service, justice sector, land administration, governance, or a comparable environment.
- **Government Operations:** Strong understanding of government systems, strategic planning, corporate planning, budgeting, performance monitoring, ministerial reporting, and public service accountability.
- **Justice, Land and Governance Knowledge:** Strong understanding of justice administration, court support, land administration, survey and titling, registry services, electoral administration, and legislative compliance.
- **Strategic Alignment:** Knowledge of *Niue ke Monuina*, the Niue National Strategic Plan, Government priorities, and whole-of-government policy frameworks.
- **Results-Driven:** Proven ability to deliver measurable outcomes, manage complex services, resolve operational issues, and implement improvements.
- **Leadership:** Ability to lead teams, manage resources, support staff development, build capability, and foster a high-performance culture.
- **Representation Skills:** Excellent stakeholder engagement and communication skills, with ability to represent Government at senior levels.
- **Analytical Thinking:** Strong policy, legal, governance, problem-solving, and decision-making capability.
- **Professional Integrity:** High ethical standards, confidentiality, cultural competence, fairness, accountability, and commitment to public service.
- **Personal Commitment:** High levels of energy, motivation, resilience, and dedication to serving Niue.

Desirable

- **Language Proficiency:** Strong communication skills in both Vagahau Niue and English.

APPENDIX A

KEY PERFORMANCE INDICATORS

The Head of Department is expected to carry out the role based on two components: Operational KPIs and Technical KPIs, inclusive of the required General KPIs. The executive level of the role has been tailored to suit the Department's justice, lands, survey, registry, electoral, advisory, and corporate functions, and to align with the Niue National Strategic Plan.

OPERATIONAL KEY PERFORMANCE INDICATORS

No.	Area and Methodology	KPI	Measurable Indicator
1	Strategic Leadership and Governance	• Departmental priorities aligned with Government priorities, NNSP and approved Corporate Plan. • Policy, legislative and governance advice provided to SOG, Minister and Cabinet. • Corporate planning, reporting and departmental accountability strengthened.	• 100% alignment between Corporate Plan, Annual Work Programme, NNSP and approved Government priorities. • Corporate Plan, annual budget and work programme submitted by required due dates. • At least 95% of approved annual work programme targets implemented. • Quarterly performance reports submitted to SOG and Minister on time. • 100% of requested Cabinet, Ministerial and SOG briefings provided within agreed timeframes.
2	Service Delivery and Impact	• Justice, lands, survey, registry and electoral services delivered efficiently and effectively. • Service standards monitored and improved. • Customer and stakeholder feedback addressed.	• At least 90% of Corporate Plan service delivery targets achieved annually. • 95% of routine services delivered within approved service standards or statutory timeframes. • Service complaints acknowledged within 5 working days and resolved or escalated within agreed timeframes. • Annual service review completed with improvement actions documented.

3	Financial and Department Management	• Budget, procurement, revenue, expenditure and assets managed responsibly. • Financial reporting and internal controls strengthened. • Department assets maintained and used appropriately.	• Actual expenditure maintained within ±5% of approved budget unless otherwise approved. • Monthly variance reports completed within 7 working days after month-end. • Invoices and revenue matters processed within 7 working days where applicable. • Department asset register updated monthly and verified annually. • 100% compliance with approved procurement and financial delegations.
4	Human Resource Management	• Staff performance, training, wellbeing and succession planning managed effectively. • Workforce capability strengthened across justice, lands, registry and electoral functions.	• 100% of eligible staff performance appraisals completed by 30 June each year. • Annual workforce and training plan completed and implemented. • At least 90% of approved training activities completed annually. • Critical vacancies and capability gaps reported to PSC with agreed action plans. • Staff wellbeing issues monitored and addressed through documented support actions.
5	Compliance and Risk Management	• Legislative compliance, audit performance, governance controls and risk management maintained. • Departmental records and statutory obligations managed securely and accurately.	• At least 95% compliance achieved in internal and external audits or reviews. • 100% of internal audit or PAC findings actioned within agreed timeframes. • Quarterly risk register reviewed and updated. • No material breaches of legislation, confidentiality, records management or reporting obligations. • Compliance issues identified and corrective action commenced within 30 days. • At least two priority manual processes digitised, streamlined or documented each year.
6	Innovation, Efficiency and Communications	• Service processes improved through digital, procedural and communication improvements.	

- Public information, forms and stakeholder communications strengthened.
- 15% reduction in average processing time for selected priority services, subject to baseline data.
- Minimum one service improvement initiative implemented and reviewed annually.
- Public forms, guidance notes or website information reviewed and updated at least annually.
- Stakeholder briefings or public communications issued when required for major service changes or election processes.

TECHNICAL KEY PERFORMANCE INDICATORS

No.	Technical Performance Area	KPI	Measurable Indicator
7	Justice Administration	• Court and justice administration support delivered accurately, securely and on time. • Justice records, case administration processes and public enquiries managed effectively.	• 95% of court-related administrative actions completed within statutory or approved timeframes. • 100% of court registers, case records and justice administration records maintained accurately and securely. • Quarterly justice administration report submitted to SOG and Minister. • No substantiated complaints relating to loss, mishandling or unauthorised disclosure of justice records.
8	Land Administration, Survey and Titling	• Land, survey, cadastral, title and Crown lease records administered accurately and efficiently. • Land services and advice provided to Government and the	• 90% of land, title, survey or Crown lease matters processed within approved service standards. • 100% of cadastral, title and Crown lease records maintained accurately and securely. • Crown lease register reviewed and updated at least quarterly.

9 Registry and Electoral Administration	public within agreed service standards. • Births, Deaths and Marriages and other registry services administered accurately and securely. • Electoral rolls and election administration processes managed in accordance with legislation.	• Annual review of land administration processes completed with improvement actions identified. • 95% of registry applications processed within approved service standards. • 100% of statutory register entries quality checked and securely maintained. • Electoral roll reviewed, updated and reported in accordance with legislative requirements. • 100% compliance with statutory election timelines during election periods. • No material election administration errors reported after official review.
10 Legislative Compliance, Governance and Advisory Services	• High-quality legal, policy, governance and compliance advice delivered to decision-makers. • Legislative review, governance support and statutory compliance oversight strengthened.	• 95% of Cabinet, Ministerial, SOG and departmental advice delivered within agreed deadlines. • 100% of assigned legislative review tasks progressed according to approved workplans. • Quarterly governance, risk and compliance reports submitted on time. • All identified compliance breaches assessed and corrective action commenced within 30 days. • Departmental delegations, registers and statutory reporting obligations reviewed annually.

KEY MILESTONE INDICATORS

Key responsibility	Measurable Indicator	Timing / Reporting
Evaluation of Departmental functions, structures, processes and resources	Due annually as part of the annual budget process	31 May to the Secretary to Government and Financial Secretary, with copy to the Commission
Compilation and submission of Department's annual report	Due annually	1 August to the Secretary to Government and Niue Public Service Commission

Performance assessments for all staff under the Department	Due annually at the end of every financial year	30 June to the Niue Public Service Commission
Internal section heads meetings	Conducted at least monthly and minutes readily available when requested by SOG or the Commission	Monthly
Attendance at HOD meetings	Attendance required, with apologies only for unavoidable situations	As notified by SOG, Commission or responsible Minister
Submission of Corporate Plan and annual estimate of expenditure/budget	Completed and submitted annually for the subsequent year	End of March or as scheduled, to Treasury, SOG and Commission, with copy to the Minister
Submission of departmental briefings, talking points, speeches and statements	Provided when requested and for meetings where the Secretary for Justice forms part of a delegation	As requested, within a reasonable timeframe
Asset management plans and departmental asset list	Asset lists up to date and maintenance schedules followed for vehicles, equipment and other departmental assets	Monthly updates and reporting
Department variance reporting at budget execution	Monthly variance reporting completed where applicable	Within 7 days of the end of each month

