



Position Description

Vacancy Title: **Manager Legal**

Location: **Suva**

Reports To: **Chief Financial Officer (v 2.00)**

Objective

This role is responsible for monitoring and/or advising on all legal matters, commercial contracts and agreements. The Manager Legal Services will work closely with the Executive Management, and Heads of Departments to ensure that the company complies with the statutory and corporate governance practices and guidelines as observed in the Maritime industry. This role reports to Chief Financial Officer

Outcomes

Organisational Stakeholders

1. Effective leadership of the legal Risk and Compliance department

- Provides legal counsel and guidance to FPCL Management on general business law issues and managing legal issues of all areas of the company including but not limited to corporate matters, procurement, safety, security, insurance, assets and finance.
- Anticipate and identifies legal issues and advises FPCL Management to develop legal strategies and solutions
- Reviews, researches, interprets and prepares both written and oral opinions on a wide variety of legal issues
- To conduct critical and complex legal research and analysis of relevant Fijian and international regulatory Laws and regulations.
- To provide advice on corporate legal risk related challenges to internal stakeholders.
- Provide commercial legal support to all departmental projects and operational functions
- Ensure the development of service level agreements for service support and delivery
- Advise and constitute correspondences to stakeholders to ensure enterprise-wide risk are minimised
- Maintain effective relationships with external legal service providers ensuring they take account of the FPCL approach to issues,
- Coordinating and monitoring external legal service providers delivery and effectiveness
- Draft, reviews and approve policies and procedures, regulations, bylaws and other legal documentation, Support legal requirement of Board/Management
- Overall responsibility of the legal risk management operating, and capital budgets managed
 - Proposed budget development for unit, justified and submitted
- Additional resources for contracted legal services, litigation cost, and insurance premiums effectively assessed, recommended and managed with sound cost control measures implemented
- Effective representation FPCL interests to external / governmental organizations ensured ensuring FPCL's legal interests are maximised and decisions are consistent with overall FPCL'S strategic objective
- Contacts with government officials, business, judicial and special interest groups requiring significant interpersonal communication skills
 - FPCL's positive public image maintained and support protect, Board, Management and Heads of Departments.

2. Delivery of legal services and resources to accomplish corporate goals, strategies and priorities

- Provide sound, timely, high level legal and policy advice to FPCL Management
- - Anticipate legal "road blocks" and assist departments as and when required
 - To anticipate and manage legal risks connected with or resulting from the business strategy and operations (Enterprise wide risk management support)
 - Identify edifications learned from a legal perspective and apply to complex and major projects
 - Assist in the review and improvement of FPCL processes and procedures
- Advise on general business law to manage legal issues and assist in drafting and negotiating contracts.
- Develop clear and robust strategies from a legal perspective for FPCL
- Provide ethics and compliance and governance services
- Manage team to accomplish task as per set target and deadlines.

3. Executive requirements and affairs completed in a timely and efficient manner:

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- Executive contract dates tracked and recorded, and the Executive Management and Board advised on the expiration dates at least three months prior to expiration.
- To Liaise with Recruitment Companies, HR Sub-Committee and Fiji Immigration Department on recruitment and selection of the Executives, and facilitation of requirements.
- Risk management function fully supported
- Legal advice to management on policy matters provided
- Advice on legal aspects of industrial/employment relations provided
- All cases in the carriage of the department monitored and ongoing cases reviewed
- Organisational review/monitoring of contractual risks and non-compliances ensured and reporting of the same to the Board delivered
- Litigation risks identified and appropriate course of action to mitigate against these taken
- Legal protection and risk management advice to management provided
- Worked collaboratively with other department to communicate key action items for compliance as required by the Board
- Oversight of the review process of manual and procedures at FPCL to achieve compliance to legal requirements managed
 - potential areas of compliance vulnerability and risks identified
 - compliance report to CEO and Board provided highlighting corrective action plans for resolution of problematic issues
 - general guidance on how to avoid or deal with similar situations in the future identified

4. Board and Tender Committee Secretary duties performed effectively

- Perform Board Secretarial functions outline by Board and Management,
- Tenders are opened within 7 working days after the closing date, through effective monitoring of tender calendars.
- Summary of all Tenders maintained and made appropriately accessible.
- Tender Documents submitted to the Procurement Coordinator for tender analysis in consultation with relevant parties (Head of Departments) within 3 working days of the Tender Opening.
- Meetings coordinated and data for the company's Tender Committee efficiently managed in liaison with the Executives and Head of Departments.
- Tender deposits coordinated, prepared and submitted to the Procurement Coordinator as required

5. Support provided to the development of legal counsel effectively:

- Provide, feedback and coaching on all aspects of legal matters performance across projects, including research, communication, instructions and planning
- Provide this feedback to the management including comment on development needs.
- Ensure 'know how' and knowledge are captured and shared with FPCL staff, and others
- Support the systems and processes to facilitate the effective operation of Legal function within the organisation.
- A register of all Board appointments maintained and updated.
- All records of the Board travels papers, flying minutes, executive personal files, Articles of Association, Tender files and all other relevant documents are accessible and up to date, through structured logs/record keeping systems
- Files on DMS (all copies of Board and Board Sub-Committee Papers) uploaded and maintained in a systematic manner.
- Intact, complete and up-to-date records maintained at all times.
- Documents for set compliance regularly checked and discrepancies immediately notified.
- Department standard operating procedures (SOPs) developed and maintained after approvals.
- Assistance provided in the development of related policies

6. All administrative functions handled systematically and efficiently:

- A register of all Board appointments maintained and updated.
- All records of the Board travels papers, flying minutes, executive personal files, Articles of Association, Tender files and all other relevant documents are accessible and up to date, through structured logs/record keeping systems
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- Assistance provided in the development of related policies.

7. FPCL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
 - Deadlines and service level agreements met at all times
 - High ethical standards met at all times
 - Excellent teamwork aimed to achieve business outcomes efficiently and effectively
 - Organization's efficiency and improved productivity supported
 - Process/systems improvement initiatives;
 - Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods used to achieve results

8. The organization's image and value standards demonstrated and upheld at all times:

- A professional and amiable relationship maintained with all stakeholders

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication
Customer	
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.
Social and Cultural Awareness	Respond respectfully and effectively to people of different cultural and social backgrounds.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Research	Apply formal research methodologies.
Technology Application	Apply technology.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Law	Project management will be an added advantage

Work Knowledge and Experience

Minimum of 3 years of experience in a similar role or an administrative role or as a Legal Officer.
 Demonstrated understanding of the governance/statutory rules and requirements for the Board
 Excellent application of office technology

Requirements

Language Proficiency

Excellent command of English
 Report writing and interpretation skills and knowledge
 Excellent interpersonal/communications skills
 Successful completion of Speaking and Writing Test - Level 3

Regulatory Compliance Requirements

First Aid Certificate
 Driver's License
 OHS

Skills Assessment

Effective coordination and organizational skills
 Usage of electronic database and systematic filing system for record management

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Board and Board Sub Committees	
	Chief Executive Officer	
	All staff	
	Executive Management	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Closing Date: 30 Jan 2021