

Position Description

Vacancy Title: **Senior Legal Officer**

Location: **Lautoka**

Reports To: **Regional Manager North Western Region (v 1.00)**

Objective

The Senior Legal Officer is responsible for providing counsel on legal proceedings conducted by TLTB, relevant legal aspects of government and union relationships, and on other areas of corporate legal advice as required by circumstances.

Outcomes

Organisational Stakeholders

1. Outcome

The Senior Legal Officer is responsible for the following outcomes:

1. Legal Advice

- Accurate and timely legal advice to line management on legal issues of concern in their area - credit, insurance and property, employee relations, public relations and other areas of corporate business.
- Timely and robust counsel to management on government relations, labour negotiations and the implications of impending legislative changes.

2. Litigation

- Competent carriage of all cases before all Courts
- Active participation in government and industry hearings communicated in a timely fashion to relevant officers.

3. Compliance

- 100% compliance with all legal and ethical standards.

4. Risk Management

- All legal risks to TLTB identified, monitored and reported
- Change management policies facilitated.

5. Team Work

- Excellent and effective teamwork including sharing of information, proposing improvements and efficient work practices
- Legal department functions are carried out efficiently and effectively

6. Supervision

- Subordinates work is of high quality through effective supervision
- Other staff members trained in relevant knowledge and skills gained from specialised training sessions

7. Continuous learning and development of own skills and knowledge base is ensured.

8. Demonstrate TLTB image and value standards at all times:

- Integrity of information maintained
- Confidentiality of information ensured
- Professional and ethical work standards sustained.

Responsibilities - Key Competencies

Competence

Description

Business

Business Performance	Manage the performance of the organisation.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.

Customer

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

Problem Solving	Develop practical solutions to a situation.
Negotiation	Reach agreement through discussion and compromise.
Self-Management	Manage your priorities and objectives efficiently and effectively

Competence	Description
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Research	Apply formal research methodologies.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Law	
Preferred		
Certificate	Valid Practicing Certificate	

Work Knowledge and Experience

8 years advanced experience in the practice of Law in Fiji or parallel jurisdiction and other experience of a broad nature
Experience with Fijian land law and general commercial law
An understanding of the impact of customary law on land tenure in Fiji
Experience in an in-house counsel role
Experience with working with and managing external lawyers
Demonstrated success in improving quality of customer service
Evidence of commitment to team work
Establishes high personal standards and serves as an effective role model
Undergone TPAF Management Development Program or equivalent

Requirements

Language Proficiency	
Excellent command of English	
Knowledge of another language	
Regulatory Compliance Requirements	
Legal Practitioner	
Admitted to the Bar	

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Executive Management	
	General Manager	
	Regional and Headquarters	
External		
	Clients	
	Contractors	
	Government Officials	
	Investment institutions	
	Judiciary	
	Landowners	
	Line Ministries	

Type	Interaction	Comments
	Local and International Legal Counsel	
	Regulators	
	Tenants	

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.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
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.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities

Thinking Styles

Abstract / Conceptual Thinker	Creates abstract or generic ideas generalised from particular instances
Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach
Well Organized	Controls tasks in a well thought out and critical manner

How To Apply

Apply Online Through HRmonise

Contact for Enquiries

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Further Contact Information: 3312733

Closing Date: 09 Dec 2022