



Position Description

Vacancy Title: **Manager Legal**

Location: **Suva**

Reports To: **General Manager (v 1.00)**

Objective

The Manager Legal will be responsible for the effective and efficient management of the Legal Department, maintain an innovative Legal Team capable of providing legal services in a proficient, professional and cost-effective manner.

Outcomes

Organisational Stakeholders

1. Outcome

The Manager Legal will be responsible for the following outcomes:

1. Leadership:

- Effective and efficient leadership of staff and resources in the Legal Team through regular team meetings for the purpose of information sharing, monitor staff movements and develop good staff relationship and morale maintained
- The carriage of the national litigation portfolio for the Board in a timely and economical manner supervised
- Lease documentation and any other Conveyancing functions conducted in the Department supervised
- The integrity and the advice tendered by legal professionals in the department accurately and consistently ensured
- The division's financial and human resources utilized effectively and efficiently and its goals and mandate ensured

2. Legal Risks:

- Legal advice to management on policy matters provided
- Advice on legal aspects on industrial/employment relations provided
- Legal advice to the Regions in support of the legal officers of the Region provided
- All cases in the carriage of the department monitored and ongoing cases reviewed
- Legal advice to the landowners consistent with our fiduciary duties provided
- Litigation risks identified and appropriate course of action taken at all times
- Legal protection and risk management advice to management provided
- Research opinions on impacts on functions, duties and responsibilities of the Board provided

3. Policy development:

- Knowledge on native land rights, interests, development in other countries and how they impact on Fiji law researched
- Legal implications of internal policies and procedures reviewed
- Draft contracts, agreements and internal policies reviewed ensuring all in compliance with all statutory and/or legal requirements

4. Litigation Management:

- Monitoring, evaluation and promotion of systems to facilitate the recovery of arrears ensured
- Competent carriage of all cases before all Courts and Tribunals monitored
- Consolidation of a system of data sharing between and among the professionals in the directorate to avoid duplicity maintained
- Good case management practices are put in place and followed by practitioners within the department/region ensured

5. Regulatory Compliance

- Ensuring the activities of TLTB comply with statutory obligations, policies, procedures, ethical standards and TLTB values and advise management accordingly.
- Defining problems, developing alternatives and recommending a course of action, finding solutions through analytical, interpretative and evaluative thinking.
- The timely update of legislation's, regulations, instructions, manuals and other orders or memoirs in consultation with authorities internal and external is ensured.

6. Internal Reporting

- Summary of all the legal cases provided to the Board's clientele, analyse and report to Management on a regular basis ensured.
- Accurate and timely reports to Executive Management is maintained.
- TLTB is represented locally, resulting in external credential of TLTB's image, its work and performance.

7. Administrative duties

- Staff development by fostering the long-term learning and development of team members thus ensuring an effective and motivated team is managed.
- HR department consulted in conducting performance appraisals and ensure competency and training gaps of staff are addressed.
- The security of all information and files the subject of Board proceedings is maintained.
- The security of all information given in confidence in the conduct of legal matters is maintained.
- Court documents and correspondence produced in a timely manner.
- The capital equipment needs of the Department ensured based on the task load assigned to the Directorate by the Management and the Strategic Corporate Plan.
- Meetings with stakeholders in appropriate cases to resolve itaukei land issues within the ambit of responsibility of the Board as a Trustee.
- Notary public and or Commissioner of Oaths duties conducted.

8. Implementation of the Strategic Plan

- The TLTB Strategic Plan, Legal Department Annual Work Program are successfully implemented
- Correct Legal processes are implemented to achieve long term strategic outcomes;
- Feedback on client surveys and staff survey increases so the development of relevant processes and activities are planned to benefit Landowners and Tenants

9. Teamwork:

- Active participation in teamwork, sharing of information and proposing improvements ensured

10. Demonstrate TLTB image and value standards upheld at all times:

- Integrity of information maintained
- Confidentiality of information ensured
- Legal manual compliance ensured

Responsibilities - Key Competencies

Competence	Description
Business	

Competence	Description
Risk Management	Analyse and manage risk.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
People	
Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Law with a specialisation in commercial law and/or property law.	
Desirable		
Masters Degree	Law	

Work Knowledge and Experience

- Experience in general land and litigation work
- Knowledge of and experience with Fiji land ownership law and other related acts and regulation for Land law
- At least 8 years in strategic leadership and management experience at management level ideally in a leading organisation.

Requirements

- Language Proficiency**
- Excellent command of English

- Professional Associations**
- Membership of appropriate Professional Institutions
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- Regulatory Compliance Requirements**
- Legal Practitioner
 - Legal Practitioner
 - Legal Practitioner
 - Admitted to the Bar
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Other Required Requirements

- No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	Board and Board Sub Committees	
	Management Team	
	Executive Management	
	General Manager	
External		
	Clients	
	Contractors	
	Government Officials	

Type	Interaction	Comments
	Judiciary	
	Local and International Legal Counsel	
	Stakeholders	
	Associations / Unions	

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.

Interpersonal Styles

Forthright	Speaks out frankly without hesitation, showing a direct manner.
Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Challenger	Queries, tests information/beliefs and provokes thought.
Holistic thinker	Considers issues/situations as a whole rather than analysing or dissecting the parts.

How To Apply

Apply Online Through HRmonise

Contact for Enquiries

Contact Name: Seruwaia Bolatini

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Further Contact Information: 3312733

Closing Date: 20 Jun 2025