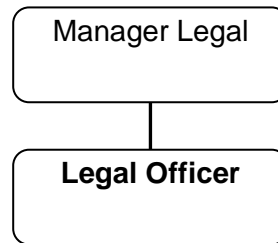


Position Description

Job Title:	Legal Officer
Team	Legal Services
Responsible To:	Manager Legal
Responsible For: (Total number of staff)	-
Job Purpose:	This position is responsible for ensuring that the operation and function of the Fiji Public Trustee Corporation complies with the legal framework of the Fiji Public Trustee Corporation Act and related legislations.
Date:	May 2022

Organisation Context



Key Relationships

<p>External</p> <ul style="list-style-type: none"> ▪ Fiji Court/Mins. of Justice ▪ Beneficiaries & Customers ▪ Other Corporation Lawyers ▪ Regulators 	<p>Purpose of contact</p> <ul style="list-style-type: none"> ▪ Case management, litigations laws, regulations. ▪ Estates & Trust cases. ▪ Outsourcing of services & monitoring. ▪ Compliance
<p>Internal</p> <ul style="list-style-type: none"> ▪ Board members ▪ Management ▪ Staff 	<p>Purpose of contact</p> <ul style="list-style-type: none"> ▪ Assist in Legal section reporting. ▪ Advice & Legal consulting. ▪ Monitor and train staff on compliance matters.

Key Result Areas / Key Achievement Areas

The position encompasses the following major functions or Key Result Areas:

- Providing quality, professional, efficient, and well researched advice, and representation to all Estate clients.
- Attend to litigation matters, providing legal opinions and legal advice on MoU's, Contracts etc to Management and Estate officers as per the relevant Legislation and the Standard Operating Procedures.
- Work professionally with other stakeholders.
- Provide and interpret legal information, conduct training, and disseminate appropriate legal requirements to staff etc.

Jobholder is responsible for	Jobholder is successful when
<p>1. Handling of Legal Matters</p> <ul style="list-style-type: none"> ▪ Manage all legal cases against the Corporation and able to defend the Corporation from liabilities and losses. ▪ Preparing litigation documents etc and appearing before all tribunals to conduct proceedings on behalf of the Fiji Public Trustee Corporation and as directed by the CEO ▪ Providing legal advice and assistance to staff members regarding administration of legislative enactments ▪ Preparing standard form precedent documents to ensure quality control and consistency in the work output of staff ▪ Responding to all queries on legal matters or issues with legal implications ▪ Providing advice to clients on all legal related matters ▪ Preparing all legal documents i.e., Agreements etc ▪ Recovery of Debt from the old Public Trustee Office; 	<ul style="list-style-type: none"> ▪ Attend to all court cases and matters with positive outcomes. ▪ All documentation is submitted without errors and delay; Sound legal advice provided to staff. ▪ Forms are effective and serve its purpose protecting the Corporation of any liabilities. ▪ Provide consultancy and prepare paper for any legislation changes that will affect the stakeholders of the Corporation. ▪ No complaints from clients. ▪ Record a monthly recovery target in line with the Corporation's strategies.
<p>2. Legal Monitoring, and Enforcement</p> <ul style="list-style-type: none"> ▪ Monitoring the day-to-day compliance of FPTCL with various laws and regulations. ▪ Ensuring adherence to law in the various functions of the Company's operations and transactions. ▪ Vetting documents prepared by staff which have implications in law. ▪ Conducting legal and data analysis as directed. ▪ Conducting legal research work for the company from time to time. ▪ Reviewing systems for monitoring compliance with laws and regulations and the results of management's investigation and follow-up of any fraudulent acts and other irregularities 	<ul style="list-style-type: none"> ▪ FPTCL is compliant with laws and regulations. ▪ Compliance matters are addressed in a timely manner. ▪ Corrective/Enforcement actions are timely, appropriate, and effective. ▪ Annual / Periodic compliance reviews are conducted regularly ▪ Reduced need for legal action.

<p>3. Policies & Procedures</p> <ul style="list-style-type: none"> ▪ Assist in the development of an operational policies and procedure manual. ▪ Overseeing and monitoring the implementation of the various policies and procedures. ▪ Developing policies and programs that encourage managers and employees to report suspected fraud and other improprieties. ▪ Periodically revising policies and procedures in light of changes in the organization's needs and in the law and policies and procedures 	<ul style="list-style-type: none"> ▪ Policies and procedures manuals are up to-date with best practices and compliant with laws and regulations. ▪ Policies and procedures are correctly implemented. ▪ Fraud and other improprieties are identified and addressed
<p>4. Reporting & Management of Legal Section</p> <ul style="list-style-type: none"> ▪ Acting as an expert with respect to Legal matters requiring external regulatory reporting. ▪ Manage the section staff and carry out PMS requirements. ▪ Prepare annual budgets and business plans for the section. ▪ Communicating any matter deemed potentially illegal, unethical, or otherwise abusive or improper to the Board, as appropriate. ▪ Reporting on a regular basis to the Board. ▪ Provide management reports on a monthly basis. 	<ul style="list-style-type: none"> ▪ Reports are prepared in a professional and timely manner. ▪ Staff appraisals and reports conducted as required effectively. ▪ Budgets and Plans are prepared before deadline. ▪ Timely and accurate reporting.

Key Behaviours/ Competencies

<ul style="list-style-type: none"> ▪ Judgement ▪ Leadership ▪ Organisational Knowledge & Skills ▪ Attitude ▪ Attendance & Discipline ▪ Initiative ▪ Teamwork ▪ Planning & Organising ▪ Communication Mutual ▪ Respect Strategic Thinking ▪ Analytical Thinking 	<ul style="list-style-type: none"> ▪ Standards Focus Customer Service ▪ Concern for Public Image ▪ Monitoring ▪ Ethics Integrity ▪ Quality of Work/Accuracy Fairness & ▪ Justice ▪ Accountability & Transparency ▪
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Person Specification

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications, or equivalent level of learning through experience or key skills, attributes, or job specific competencies.

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> ▪ Bachelor of Law Degree ▪ Professional Diploma Legal Practicing Certificate 	<ul style="list-style-type: none"> ▪ Postgraduate qualifications in Law.

Knowledge / Experience

Essential	Desirable
<ul style="list-style-type: none"> ▪ 1-2 years of experience in Legal officer role 	<ul style="list-style-type: none"> ▪ 2+years' experience as a Legal Officer or practicing Lawyer.

Key Skills/ Attributes/ Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

- Thorough knowledge and understanding of the functions and processes of Fiji Public Trustee Corporation
- Sound knowledge of the Fiji Public Trustee Act and related legislations
- Experience and understanding court procedures and legal requirements
- Has the ability to articulate thoughts, opinions, rationales, and points in a clear, concise, and logical manner
- Establishes high personal standards and has the courage to pursue personal convictions
- Awareness of latest business and management practices
- Ability to think critically and challenge proposals
- Is always objective and independent
- Ability to manage and meet established work deadlines
- Ability to focus on attention to detail
- Success in improving quality of customer service
- Commitment to teamwork and ability to coach
- Excellent communication skills including the ability to interact with the Board, Management and Staff
- Proficient in Microsoft office applications, Word, Excel, and related software application
- Results oriented, highly organised and be able to work independently

Change to job description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.

Legal Officer

Date

Manager Legal

Date

Approved:
Chief Executive Officer

Date

OTHER OPTIONS FOR JOB DESCRIPTIONS USED FOR JOB EVALUATION

Work Complexity

Most challenging duties typically undertaken, or most complex problems solved:

- Research on operational issues.
- Attending to litigation and court matters.
- Assist in legal recommendation for legal advice.

Freedom to Act

Guidelines available to assist job holder to make decisions e.g., policy documents, standard procedures.

1. Fiji relevant legislations – Laws of Fiji.
2. Fiji High Court Rules and Procedures.
3. Fiji Public Trustee Corporation Act.
4. FPTCL General Administration manual.
5. Other stakeholders’ regulatory procedures.

Financial Responsibilities

Controls a budget ¥/N
 Maximum that may be spent without reference to manager _____ N/A _____
 Jobholder can spend unbudgeted capital Y/N. Amount _____ N/A _____
 Jobholder is responsible for committing the organisation to long-term contracts ¥/N
 Jobholder signs correspondence for Company ¥/N