

**FIJI PUBLIC TRUSTEE CORPORATION PTE LTD
MANAGER LEGAL/BOARD SECRETARY - JOB DESCRIPTION**

Position	Manager Legal
Business Unit	Legal Section
Location	HQ-Suva
Reports to	Chief Executive Officer
Date	
Purpose	<p>The Manager Legal/Board Secretary is responsible for:</p> <ul style="list-style-type: none"> • Providing legal support to the Chief Executive Officer, Management Team, and the Board of Directors. • Providing quality and professionalism with high level of expertise in dealing with complex estates, trust, and estate planning. • Work professionally with other stakeholders and the panel of lawyers. • The achievement of legal sections corporate and strategic goals. • Provide and interpret legal information, conduct training, and disseminate appropriate legal requirements to management and staffs. • Manage Corporate trustee services and innovate new services through customer demands. • Manage and coordinate legal cases. • Promote corporate governance and risk management within the organisation.
Team	Legal Team provides legal support to the core business units and other sections within the Corporation. The Team also provides commercial legal services to clients known as “Other Services”.
Background	The FPTCL provides estate administration services, Trustee services and Will drafting and estate planning.
Expenditure	Can approve operation expenditures as set out in the Finance Manual & Policies.
Responsibilities	<p>Key areas of responsibility include:</p> <p>Proper Management and Handling of Legal Matters</p> <ul style="list-style-type: none"> • Defend the Corporation from liabilities and losses; • Represent the Corporation in all cases; • Prepare litigation & all other legal documents; • Provide legal advice & assistance to the Corporation; • Responding to all queries on legal matters or issues with legal implications; • Providing advice to clients on all legal related matters; • Efficiently and effectively manage the panel of lawyers to maximize value; <p>Revenue Growth & Case Management</p> <ul style="list-style-type: none"> • Manage the Legal Team as a profitable business unit, meeting financial and customer service targets; • Monitor own performance to meet financial, customer and strategic goals and ensure achievement; • Account for all Legal cases and clients at all times. • Manage complex and high risk cases which require high level expertise;

Responsibilities (Cont.)	<ul style="list-style-type: none"> • Ensure that time spent on customer activities and servicing client needs are appropriately recorded and charged; <p>Legal Monitoring & Enforcement</p> <ul style="list-style-type: none"> • Monitoring the day-to-day compliance & functions of the Corporation with various laws & regulations; • Carry out quality checks by vetting documents prepared by staff for lodgment at High Court, registration with Titles/FRCS etc; • Conduct legal research work for the Corporation from time to time; • Reviewing systems for monitoring compliance with laws and regulations & the results of management’s investigation and follow-up of any fraudulent acts and other irregularities; • Promote and ensure the organisation adhere to Corporate Governance issues within the organisation; • Provide training to staff in accordance with the Corporation’s annual training plan; <p>Reporting & Management of Legal Section</p> <ul style="list-style-type: none"> • Manage the section staff and carry out PMS requirements; • Prepare business plans for the section; • Communicating any matter deemed potentially illegal, unethical, or otherwise abusive or improper to the Board, as appropriate; • Report on a regular basis to the Board; • Provide management reports on a monthly basis. <p>Team Effectiveness</p> <ul style="list-style-type: none"> • Coach and develop a high performing team of passionate, committed and capable people with the right skills and experience to achieve their performance KPI’s and potential within FPTCL; • Assist with the team performance and individual development through monthly coaching conversations, PMS appraisals and lead participating employee recognition and feedback; • Actively support the ongoing development of all team members by contributing to and influencing development plans with regular monitoring of activities; • Continually develop and recommend ideas, systems or processes to improve the effectiveness of the teams; • Assist the admin to recruit, select and induct people with passion, energy and dedication as part of the Team; • Proactively share knowledge, experiences and best practices estates and trustee matters with the teams; • Be visible and accessible for teams members and customers to build rapport, discuss issues and help resolve concerns;
Job Specific Competencies	<p><i>Business acumen</i></p> <ul style="list-style-type: none"> • Provides great customer service while balancing requirements and commercial outcomes; • Understands and keep up with business results and indicators; • Understands how their job contributes to business profitability <p><i>Decision quality</i></p> <ul style="list-style-type: none"> • Ability to analyse situations, diagnose problems, identify the key issues, establish and evaluate alternative courses of action and produce logical, practical and acceptable solutions; <p><i>Empathy</i></p> <ul style="list-style-type: none"> • Able to understand and share the feelings of others; <p><i>Interpersonal savvy</i></p>

Job Specific Competencies (cont.)	<ul style="list-style-type: none"> • Builds constructive and effective relationships; <i>Planning and organising</i> <ul style="list-style-type: none"> • Organises own time effectively, creates own work schedules, priorities workload, prepares in advance and sets realistic timeframes <i>Problem solving</i> <ul style="list-style-type: none"> • The process of finding solutions to difficult or complex issues; <i>Resilience</i> <ul style="list-style-type: none"> • Has the capacity to recover quickly from difficulties.
Qualifications	A Law Degree (LLB), PDLP with valid Practicing Certificate for Fiji
Experience	<ul style="list-style-type: none"> - 4 plus years' experience in a senior legal role; - Experience in estates & wills matters is an advantage; - Experience & good understanding of court procedures/requirements - Some management experience in an organisation desirable.
Essential Skills and knowledge	<ul style="list-style-type: none"> • A high standard of personal integrity, discretion and tact, maintaining confidentiality; • Knowledge and understanding of the relevant Acts, succession, probate, admin Act, Wills Act, FPTC Act, Trustee Act etc... • Initiative and the capacity to work unsupervised. • Excellent communication skills • Good problem solving and analytical skills. • Ability to understand customer needs and provide appropriate solutions. • Ability to handle pressure. • Computer savvy and proficient in Microsoft Office applications
FPTCL Core competencies	<p>Customer focus Take personal accountability to deliver quality customer service.</p> <ul style="list-style-type: none"> – Cares about the customer (internal and external) – Works together to deliver great outcomes – Be accountable for customer outcomes – Keeps customers updated and informed <p>Embrace change. Sees change as an exciting opportunity.</p> <ul style="list-style-type: none"> – Positive about change – Tenacious and resilient – Champions change and supports others – Innovates and continuously improves <p>Drives for high performance. Do the right things the right way, for the right results.</p> <ul style="list-style-type: none"> – Focuses on the important – Takes action and moves with pace – Be accountable for resolving problems and issues – It's the right results that matter
Contacts and working Relationships.	Internal <ul style="list-style-type: none"> – Legal Team, – CEO, Board of Directors, – Estate & Trust, – Finance & Administration

	<p>External</p> <ul style="list-style-type: none"> - Courts, Judiciary - Clients and beneficiaries - Panel of Lawyers - Governmental Agencies - Business community - Law Society
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.
Remuneration & Benefits	<p>The Manager Legal is Band 7 position in FPTCL salary scale ranges from \$38,716 - \$58,075. An offer appointment for an initial contract will normally be made in the lower half of this range, with due consideration given to <i>relevant</i> experience and qualifications.</p> <p>The Corporation also provides:</p> <ul style="list-style-type: none"> - medical and education assistance; - welfare insurance; - flextime, and remote work subject to its policies; - paid annual practicing certificate - license; - fully paid expenses to the annual AG's conference; - a member of the inhouse social club.
Board Secretary	<ul style="list-style-type: none"> • Provide secretarial role to the Board. • Attending Board Meetings. • Any duties given by the Board.

THE RESPONSIBILITIES OF THE BOARD SECRETARY

The Board Secretary is critically important to the proper governance of FPTCL. The appointment and removal of the Board Secretary is a prerogative of the Chair in consultation with the Board members and the Chief Executive Officer.

Responsibilities of the Board Secretary includes:

- a) The Board Secretary must provide the Board as a whole and the Board members individually with detailed guidance as to how their responsibilities should be properly discharged in the best interests of FPTCL.
- b) He or She must ensure that the Board procedures as prescribed in the Companies Act 2015 are both implemented and complied with at all times. There must be regularly review the procedures as circumstances warrant.
- c) Procedural and compliances issues include compliance with statutory obligations. Therefore, the Board Secretary provides a central source of guidance and advice to the Board and its Committees.
- d) Ensures that the induction of new Board members is completed in a timely manner.
- e) Ensures that each Board member is made aware of and provided guidance as to their duties,

responsibilities and powers as Board members of FPTCL. All Board members will have unlimited access to the Board Secretary. Ensures access to all corporate information by all Board and Committee members following approval of Chair.

- f) Keeps abreast of and inform the Board of current governance trends including best practices both locally and internationally.
- g) Ensures that the compilation of Board papers and filters them to ensure compliance with required standards of good governance.
- h) Ensures compliance with all relevant statutory and regulatory requirements having due regard to the specific needs of FPTCL.

The above Job Descriptions (JD's) has been read and approved by:

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Manager Legal/Board Secretary

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Date

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Chief Executive Officer

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Date