



FIJI LAW REFORM COMMISSION

JOB DESCRIPTION: DIRECTOR

CORPORATE INFORMATION

1. Position Level : Band N
2. Salary Range : \$77,174.96 - \$98,942.25
3. Duty Station : Suva
4. Reporting Responsibilities;
 - a) **Reports To** : Chairperson
 - b) **Liases with** : Law Reform Commissioners, legal and policy advisors, Government ministries and administrative staff.
 - c) **Subordinates** : Senior Legal Officers and Legal Officers.

POSITION PURPOSE

Responsible to the Chairperson for operational management of the Fiji Law Reform Commission, including overseeing finances, administration and law reform activities. The core function of the Director includes provision of assistance to the Chairperson in the development and delivery of operational and strategic plans and in the maintenance of key relationships with its law sector partners and other public sector organisations.

KEY DUTIES

The position will achieve its purpose by assisting the Chairperson through the following key duties.

KEY RESPONSIBILITY	INDICATORS OF SUCCESS
Collective responsibility for the work programme	<ul style="list-style-type: none">• Actively consider the Fiji Law Commission Act 1975 and the Financial Act 2004 in relation to the Commission's reporting responsibilities and the delivery of its work programme• Provide advice to the Chairperson on policies and procedures that will facilitate the high-quality performance of the Commission's responsibilities and reporting requirements• Contribute to the achievement of the Commission's long term and short-term goals and objectives
Personal leadership	<ul style="list-style-type: none">• Model exemplary behaviours, ethics and values• Contribute to an open and collaborative environment that encourages quality, innovation, ongoing learning and knowledge sharing



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General Management	<ul style="list-style-type: none">• Oversee overall operational management in accordance with any relevant Commission policies determined by the Chairperson or Commissioners.• Regularly monitor and report progress towards achievement of plans and strategies to the Chairperson or Commissioners.• Manage expenditure and resources cost-effectively, in line with approved guidelines, budget deadlines and reporting requirements.• Provide guidance and advice on performance management, ensuring relevant legislation and best practice is followed.• Monitor the performance of legal professionals in conjunction with Chairperson, by setting performance expectations and providing constructive feedback, identifying areas for capability development.• Supervise and monitor the performance of other staff by setting performance expectations and providing constructive feedback, identifying areas for capability development• Ensure all people related policies and practices comply with legislative requirements and best practice.
Management of Operational Matters	<ul style="list-style-type: none">• Ensure provisions of the Fiji Law Commission Act 1975 and the Financial Act 2004 are met.• Maintain appropriate resourcing to deliver the Commission's work programme and ensure Commission projects are progressed in line with budgetary constraints.• Hold drafting responsibility for statutory reporting requirements and requests, including the Commission's Statement of Intent (SOI) and Statement of Performance Expectations (SPE), the Commission's Annual Report and annual accounts.• Direct and coordinate all associated services that support the Commission's activities.• Complete any other duties or reporting as requested by the Chairperson or the Commissioners in an efficient and timely manner.



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KEY RESPONSIBILITY	INDICATORS OF SUCCESS
Financial Management	<ul style="list-style-type: none"> • Ensure accurate and appropriate management of the Commission's funding. • Monitor and maintain all budgetary processes and financial management systems. • Ensure the Commission is compliant with all financial management regulations.
Relationship Management	<ul style="list-style-type: none"> • Assist the Chairperson and the Commissioners in managing external working relationships • Build effective working relationships with relevant justice sector partners and other relevant public sector organisations
Continuous Improvement	<ul style="list-style-type: none"> • Demonstrate dedication and a desire to improve the overall performance and culture of the Commission • Identify areas for improvement
Health and safety at work	<ul style="list-style-type: none"> • Provide leadership in health and safety issues • Understand and meet health and safety responsibilities, including hazard management • Communicate and consult with employees on health and safety issues • Investigate and report work related accidents, illnesses and incidents in accordance with legal requirements and the Commission's policies

PERSON SPECIFICATION

Professionally qualified under the Provisions of the Legal Practitioner's Act 2009. Applicants should have at least 12 years post admission experience in an organisation or 3 years or equivalent at the Deputy State Solicitor level. A wide experience of different branches of law, including handling court cases at the High Court, Court of Appeal, Supreme Court is necessary. The Officer should have the capacity to exercise mature judgment and have proven administrative ability.

In addition to postgraduate qualifications in law or a Bachelor of Laws (LLB), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. Must be legally qualified and possess appropriate experience in civil advocacy or corporate and commercial law with a strong academic record;
2. Must have had consistently good reports and assessed as having the potential and ability to solve complex problems;
3. Must have excellent oral presentation skills and an equal command of the English language;



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4. Must have the ability to handle a heavy workload, complete work accurately and according to strict deadlines;
5. Must demonstrate intellectual capacity, drive, innovation and leadership;
6. Must have an understanding of commercial issues and a broad range of transactional experience is desirable.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji;

SKILLS AND ABILITIES

1. Excellent communication skills and the ability to tactfully deal with employees within the required legislative and policy framework;
2. Ability to follow instructions and meet set deadlines, in particular with regard all law related activities;
3. Demonstrated ability to work cooperatively within a team environment;
4. Ability to set up a high performing team
5. Demonstrated ability to maintain confidentiality, in a public sector environment;
6. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment in the Fiji Law Reform Commission must be Fijian Citizens, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Fiji Law Reform Commission is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.