



FIJI LAW REFORM COMMISSION

ROLE DESCRIPTION: SENIOR LEGAL OFFICER

CORPORATE INFORMATION

1. Position Level: Band I
2. Salary Range: \$43,296.63 - \$55,508.50
3. Duty Station: Suva, limited travel to divisions and districts required.
4. Reporting Responsibilities;
 - a) **Reports To:** Director, Fiji Law Reform Commission
 - b) **Liases with:** Senior Professional staff, Government ministries and departments, professional bodies, interest groups, civil society, academia, religious bodies and members of the public.
 - c) **Subordinates:** Legal Officers.

POSITION PURPOSE

The Senior Legal Officer is responsible to the Director Fiji Law Reform Commission and assists the Commission make informed recommendations about the development and reform of Fijian laws and related processes through research, analysis, reports and community consultations. This position supports the Fiji Law Reform Commission through sound evidence based research, analysis and policy development. The Senior Legal Officer will use his/her level of experience to contribute to law reviews (known as references) and take a high degree of responsibility for team outcomes. The Senior Legal Officer will also display ability to organise their work in the context of tight timeframes, assist the Commission formulate proposals and recommendations for reform and work closely with their colleagues to ensure the Fiji Law Reform Commission law reform processes and activities are best practice.

KEY DUTIES

The Senior Legal Officer will support his/her team colleagues by:

1. Providing timely and strategic advice to Chairman Fiji Law Reform Commission, Director Fiji Law Reform Commission, and the Fiji Law Reform Commissioners through researching and identifying the key issues involved in the area of review or field of inquiry;
2. Using experience to identify stakeholders of particular interest for both consultation and inclusion in any Advisory Committee;
3. Scoping and undertaking research to inform the Fiji Law Reform Commissioners understanding of the area of review;
4. Leading and participating in consultation meetings;
5. Undertaking sound, well researched analysis of complex issues and submissions;
6. Using analytical and conceptual skills to formulate and evaluate proposals and recommendations for reform;
7. Contributing to the cohesion and effectiveness of the Team by sharing experience and knowledge;



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8. Foster collegiate and nurturing relationships with team colleagues at Fiji Law Reform Commission and across the Attorney-General's Chambers;
9. Supervise and mentor, other professional officers and participate in recruitment processes when required;
10. Contributing to Advisory Committee meetings, recording minutes and keeping Chairman Fiji Law Reform Commission and Director Fiji Law Reform Commission and or Commissioners abreast;
11. Assisting in the development and implementation of strategic policies and procedures;
12. Carry out other duties pertinent to the scope of the post as directed by the Director Fiji Law Reform Commission.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Timely completion of references according to agreed Work plan.
2. Submission of Final Report, Draft Bill and draft Cabinet paper to the Attorney-General and Minister for Justice.
3. Completion of the stages of the work as per the agreed Work plan.
4. Quality legal & administrative support to enable the implementation of the Work Plan objectives and deliverables.

PERSON SPECIFICATION

Professionally qualified under the provisions of the Legal Practitioners Act 2009. Serving officers should have served approximately 3 years as a Legal Officer or equivalent. Non-serving applicants should have at least 4 years post admission experience or equivalent.

KNOWLEDGE AND EXPERIENCE

1. Proven legal research skills and experience with three or more years' experience in the areas of legal research, legal practice or policy. Prior litigation experience is an advantage.
2. Proven experience to write clear and concise documents, to clearly articulate complex ideas and concepts and to communicate with influence.
3. Demonstrated capacity to foster productive working relationships, working in a team, sharing information and ideas, and considering the views of others.
4. Consistently good reports and assessed as having the potential and ability to solve complex problems;
5. Excellent communication and oral presentation skills and an equal command of the English language.

SKILLS AND ABILITIES

1. Proven analytical and conceptual skills in policy development and implementation within a government, academic or related framework
2. A professional attitude, awareness of the confidentiality requirements of the Office and demonstrated ability to maintain confidentiality and neutrality, in a sensitive environment;



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3. Excellent organisation skills and attention to detail;
4. Ability to work independently, to prioritise tasks and to set schedules in order to meet specified deadlines.
5. The ability to utilise computer programs in order to produce high quality documents; and
6. The ability to handle a heavy workload, complete work accurately and according to strict timelines and demonstrated intellectual capacity, drive, innovation and leadership.

PERSONAL CHARACTER AND ELIGIBILITY

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a 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 prior to taking up the duty.

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.