



## **JOB DESCRIPTION**

<b>Position:</b>	<b>Solicitor</b>
<b>Department:</b>	<b>Legal</b>
<b>Location of position:</b>	Suva
<b>Direct Reports:</b>	Paralegal Officer
<b>Delegated Authority:</b>	N/A
<b>Reporting to:</b>	Senior Solicitor

### ***Objectives***

The Solicitor's objective is to provide effective, efficient legal advisory services, support and assistance in managing legal and contractual risks for FRA.

### **Specific Accountabilities**

1. Prepare, review and modify contracts / agreements and other legal instruments:
  - Undertake instructions from the Senior Solicitor
  - Participate in Contract negotiations
  - Finalize Contracts, Memorandums, Project Agreements, and Conditions of Contracts.
2. Represent FRA in legal actions for and against the Authority
  - Review, prepare and/or assist with legal cases
  - Prepare opinions / briefs, case law research for legal cases
  - Prepare, negotiate and finalize settlements (or assist)
  - Represent FRA in the Tribunals and in the Courts as instructed by the Senior Solicitor.
3. Mitigate risk of legal actions against FRA.
  - Advice on compliance with legal matters
  - Communicate with potential legal claimants
  - Provide legal protection and risk management advice
4. Legislation reviews
  - Assist with preparation and amendment of relevant legislation, in particular the Fiji Roads Authority Act 2012, Road Act 1914, Land Transport Act 1998
  - Regulations and By Laws
  - General advice on aspects of the law and regulatory requirements
5. Work effectively with external legal counsel and Senior Solicitor in complex matters as and when required
  - Review, prepare briefs for legal cases
  - Liaise with external legal counsel where required
  - Legal Research
6. Legal fraternity relationships and respect maintained.
  - Maintain professional relationships with legal fraternity and courts
  - Work closely with legal firms representing FRA.



7. Statutory and operational compliance:
  - Assist to review and advise on legal implications and compliance of internal policies and procedures
  - Participate and guide discussions in Tender Evaluation Committee's meetings and in the absence of the Senior Solicitor participate and guide discussions in Tender Review Committee's meetings.
  - Drafting and/or reviewing legal documents for compliance checks (including but not limited to Road Dedication and Vesting documents, Sale & Purchase Agreements, Memorandums of Understanding, Service Level Agreements, etc).
8. Assisting in refining FRA manuals and developing policies for FRA
  - Monitor compliance with statutory obligations and advise management and includes but not limited to:
  - Staff manual
  - Operations manual
  - Risk management manual
  - Various Technical policies
  - Charters
9. Conveyance
  - The Solicitor shall be responsible for matters relating to conveyance
  - The Senior Solicitor shall instruct the Solicitor on all matters relating to conveyance
10. Maintain FRA's Legal Filing Structure and undertake all tasks as directed by the Senior Solicitor.

### ***Additional Responsibilities***

- Perform other related duties as required.

## **COMMON ACCOUNTABILITIES**

### ***Compliance***

- Ensure that all actions of the Authority and its Contractors and other agents are at all times within the law;
- Ensure that all actions are within such powers as may have been delegated by the Authority.
- Compliance at all times with the Authority's Procurement Plan, Contracts Management Policy, Asset Disposal Policy, Complaints and Requests for Service Policy and all such other policy decisions that the appointed Authority or the CEO may make;
- Full compliance with the adopted risk management framework within the Officer's area of responsibilities.

### ***General Management***

- In all decision-making (when required) identify all reasonably practicable options for achieving the objective of the decision and assess the economic, environmental and social impacts of each option in order to identify the preferred option;
- In all work relating to the Officer's particular area of responsibility be satisfied that value for money is being achieved – and that the roads are being managed in the most



effective, efficient and optimised way possible – in a manner that will ensure preservation of their long term service capacity and integrity;

- Protection of the Authority's intellectual property rights;
- Protection of the Authority's reputation;
- Good public relations.

## **Personal Performance**

The personal performance of all employees will be evaluated against their respective Specific Accountabilities and these Common Accountabilities each year– following submission of the Annual Report to the Minister (in April):

The Senior Solicitor will appraise the Solicitor which will be reviewed by the Chief Executive Officer.

## **POSITION SPECIFICATION**

- Bachelor's Degree in Law and Post Graduate Diploma in Legal Practice
- Admission to the High Court of Fiji
- At least 2 years of Post qualification experience in professional law practice will be an added advantage.
- Ability to manage and conduct civil litigation matters
- Some knowledge and experience with regulatory (Fiji) laws dealing with government and/or commercial contract administration, particularly contract negotiation, preparation and administration
- Some knowledge of the practical and legal aspects of drafting legislation and associated litigation
- Conflict resolution and management skills
- Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters
- Some knowledge of construction contracts laws, commercial law and insurance law.
- Managing case files
- Good command of written and oral communication in the English language
- Result oriented and able to meet stringent timelines
- Able to work under pressure
- Political nous
- Innovative and problem solver
- Group 2 Driving license
- Vast knowledge in Conveyance and procedure

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This job description has been approved by:

Name	
Designation	
Signature	
Date	