

**VISION STATEMENT:**

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

**MISSION STATEMENT:**

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

**1. POSITION DETAILS**

Position : Legal Officer  
Grade : 6  
Incumbent :  
Division : Office of the Vice Chancellor  
Department : Department of Audit & Risk  
Location : Nasinu  
Reports to : Director Secretariat & Governance through Manager Legal Services

**2. PURPOSE**

The purpose of this position is to advise and assist the Manager Legal Services on all legal matters relating to the University and also manage the day-to-day operations of the department and/or other duties as assigned by the Manager.

**3. ORGANISATION CHART**

Position of Your Immediate Supervisor: **Manager Legal Services.**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

#### 4. KEY ACCOUNTABILITIES

##### **Litigation & Case Management**

- Prepare, manage, and coordinate civil and employment-related litigation, including pleadings, affidavits, court submissions, and settlement documentation.
- Liaise with external legal counsel, judiciary, and regulatory bodies to ensure effective case progression and resolution.
- Maintain accurate legal records, case trackers, and compliance documentation to ensure timely reporting and institutional accountability.

##### **Employment & Regulatory Compliance**

- Provide legal advice and support to the Manager Legal Services on statutory compliance, governance, contracts, commercial matters, debt recovery, disputes, and legal risk.
- Provide legal compliance advice on matters such as adverse police records, misconduct, whistleblower complaints, and breaches of contractual obligations.
- Manage the University's debt recovery matters, including issuing demands, negotiating settlements, preparing recovery documentation, and progressing enforcement action through courts or external counsel where required.
- Assist with litigation and dispute resolution involving the University, including preparation of legal correspondence, pleadings, affidavits, briefs, and liaison with courts, regulators, and external lawyers.
- Advise on compliance with applicable laws and regulations, including the Fiji National University Act, Higher Education Commission Act, Crimes Act, FICAC Act, and other relevant legislation.
- Review, draft, and advise on contracts, agreements, and legal instruments to protect the University's legal and financial interests.

##### **Governance, Risk & Policy Support**

- Assist in the review, drafting, and interpretation of University policies, procedures, contracts, and agreements to mitigate legal and operational risk.
- Support the Department of Risk and Compliance in identifying legal risks and recommending mitigation strategies.
- Contribute to organisational change initiatives, restructures, and institutional reforms by providing sound legal guidance.

##### **Stakeholder Engagement & Capacity Building**

- Build effective working relationships with internal stakeholders including HR, colleges, divisions, and senior leadership.
- Engage with external stakeholders such as government ministries, regulatory authorities, courts, and legal practitioners.
- Contribute to legal awareness and capacity building across the University through guidance, briefings, and support to managers and staff.

##### **Legal Advice & Representation**

- Provide timely, accurate and practical legal advice to the Manager Legal Services and University management on a broad range of legal matters including employment law, contracts, compliance, litigation, governance, and regulatory obligations.
- Draft legal opinions, briefs, correspondence, and advisory notes on behalf of the University, ensuring alignment with the Laws of Fiji, University policies, and risk management principles.
- Represent the University in courts, tribunals, mediations, and external forums as required, including Magistrates' Court, High Court, and other statutory bodies.

**Provide Administrative support**

- Ability to plan and coordinate duties as assigned by the manager
- Carry out administrative duties of the office, such as, making diary entries; correspond to letters, faxes and emails; attend phone enquiries; handling petty cash; making exception reports
- Represent legal department in meeting as and when required
- Any other task assigned by supervisor

**5. KEY CHALLENGES**

- Managing complex and sensitive legal matters involving high institutional, reputational, and compliance risk.
- Balancing strict legislative, procedural, and court-imposed timelines with competing internal priorities.
- Navigating conflicting operational demands while ensuring consistent application of laws, policies, and legal standards across a large and diverse university environment.
- Maintaining effective collaboration with HR, Risk, and external legal stakeholders while preserving legal independence and professional integrity.
- Remaining current with legislative changes, case law, and regulatory developments impacting higher education and employment relations.
- Providing practical, solutions-focused legal advice in situations where policy, law, and operational realities may conflict.
- Supporting a wide range of legal functions while managing fluctuating workloads and multiple active cases.

**6. AUTHORITY LEVEL**

Operating Expenditure	: n/a
Capital Expenditure	: n/a
Others	: n/a

**7. QUALIFICATION**

- A recognised Law Degree (LLB)
- Professional Diploma in Legal Practice (PDLP) or Graduate Diploma in Legal Practice (GDLP).
- A valid Legal Practicing License/ Certificate.

**8. EXPERIENCE**

- Minimum 4 years of progressive experience covering various aspects including employee relations; knowledge of ERA, investigations, report writing and labour laws; excellent people skills, excellent written English skills, able to solve complex problems; work autonomously to achieve goals with minimal supervision; member of Fiji Law Society; Legal experience, including representing organisations in court.; Demonstrated experience in effective alternative dispute and conflict resolution and grievance handling.

**9. KNOWLEDGE & SKILLS**

- Strong working knowledge of the Laws of Fiji, including employment law, civil procedure, administrative law, and regulatory compliance.
- Sound understanding of the Employment Relations Act, court processes, investigations, and dispute resolution mechanisms.
- Knowledge of governance, risk, and compliance frameworks within a public sector or tertiary education environment.
- Excellent written and verbal communication skills, with the ability to articulate complex legal issues clearly to non-legal stakeholders.
- Proven ability to handle sensitive, confidential, and high-risk matters with discretion and professionalism.
- Strong analytical and problem-solving skills, with the ability to provide practical and defensible legal solutions.

- Ability to work autonomously, manage multiple matters simultaneously, and meet strict deadlines.
- High level of integrity, sound judgement, and professional ethics.
- Proactive and forward-thinking, with the ability to anticipate legal risks and advise on preventative strategies.
- Strong interpersonal skills, capable of building trust and effective working relationships across the University.
- Flexible and adaptable in responding to changing priorities, operational pressures, and organisational needs.
- Demonstrated ability to work collaboratively within multidisciplinary teams.
- Reporting

## 10. WORKING RELATIONSHIP

<b>INTERNAL</b>	<b>Frequency</b>
Department and Division head	Daily
Vice Chancellor, PVC's, Deans and Directors	As and when required
Other dept and division, managers, staffs, etc	As and when required

<b>EXTERNAL</b>	<b>Frequency</b>
Stakeholders	As and when required
Relevant Ministries and departments	As and when required

## 11. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.