

Position Description



Position: Legal Officer- Commercial & Litigation

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.3.2022
PD Approved By (Position Title):	General Counsel
Position No.	KCHGC04

Primary Purpose of the Position

To ensure the provision of commercial and litigation services are delivered to protect KCH interest and provision of expert in-house legal support and functions to the Board, Managing Director and Executive Management.

Reporting Relationships

This Position Reports to:

KCH General Counsel

Direct Reports:

1. Nil

Key Working Relationships (Internal & External)

Internal:

- Managing Director
- All Chief Officers
- Executive Managers

External:

- Law firms
- National Executive Council
- Funding Agencies and potential investors
- Consultants

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Must have a Bachelor's Degree in Law
- Admission to the Bar in PNG
- Current Lawyers Practicing Certificate

Skills and Experience required for this position:

Skills

- Superior drafting
- Effective communication skills both written and verbal
- Problem solving skills
- Attention to detail and accuracy
- Possess sound management skills
- Analytical and strategic thinking
- Investigative skills
- Good report writing skills
- Influencing and Negotiation skills
- Contract Management

Experience

- A qualified practicing lawyer with 8 + years' experience in commercial and corporate law.
- Preferably most experience gained as a commercial lawyer in a medium to large organisation
- Experience of commercial arbitration and risk management.
- Good Advocacy and ADR skills and fully convert.

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- Experience in project & contract management.

Key Accountabilities

Service Delivery

Deliver timely and responsive Legal services including:

- Provide legal support to the Managing Director and Executive Management team by drafting letters and interpreting legal documents including interpreting the KCH Act and related pieces of legislation.
- Provide legal advice on projects and investments.
- Proper management of contracts and agreements by overseeing and ensuring legal obligations and procedural requirements are complied with.
- Ensure all third party transactions that create legal obligations for KCH are vetted by examining and screening all and every third party deals
- KCH's interest in matters resulting in litigation are protected by examining all matters and coordinating the use of external lawyers where required.
- With the changing role of KCH, continuously monitor and review the KCH Act where necessary in consultation with the KCH General Counsel.
- Provide sound basis for legal advice and associated decision making by carrying out legal research and analysis that is thorough while being focused on the key issues.
- Deal efficiently and appropriately with requests for legal advice across a broad range of subject matter in a timely manner.
- Working constructively with management in the identification and development of practical solutions to legal problems.
- Prepare advice on the KCH Act to clarify the legal basis of any decisions to invest in projects and investments.
- Oversee commercial contracts and agreements

Governance

Ensure the Corporation complies with regulatory, governance and industrial requirements by:

- Keeping abreast of governance, regulatory, industrial and legal obligations.
- Taking appropriate actions.
- Implementation of preventive strategies.
- Creation of internal policies and guidelines for Legal matters.

Continuous Improvements

Contribute to the effectiveness of the Legal Team including:

- Contributing to the sharing of knowledge and information within the Legal team.
- Continually seeking ways to improve the provision of quality information and services.
- Participating in the ongoing improvement of Legal policies and procedures.
- Legal requirements of the Corporation are consistently met.
- All reporting completed accurately in accordance with the Corporation deadlines.
- All risks & opportunities are identified and managed to ensure 'no surprises'.
- Development of staff to meet required objectives of their role

Team Work

Participate and contribute to an effective and productive team including:

- Contribute to the effectiveness of the team through productive personal behaviour.
- Taking personal accountability for own development.

Planning

Contribute to the delivery of the KCH goals and objectives including:

- Planning and scheduling own work to meet required timelines and outputs.
- Understanding output requirements and clarifying as appropriate.
- Managing systems and processes to enable timely and accurate recording, reporting and analysis.

Enduring Business Relationships

Build and maintain productive internal and external relationships to facilitate the delivery of the operational plans including;

- Seek to better understand stakeholder requirements.
- Create and maintain strong relationships and clear lines of communication with key stakeholders.
- Work with key stakeholders both internal and external to achieve the best solution for all.

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- Being persistent with improvement ideas, including building team member buy-in to ideas. - Active participation in Self Performance, Self-Assessment - Develop a good working relationship with all employees.	
Incumbent:	Position: General Counsel
Signature: Date:	Signature: Date: