

JOB TITLE: Legal Officer

DEPARTMENT: Corporate Services

REPORTS TO: Head of Corporate Services

Purpose and Scope of role

This is a full time, sole charge role that will provide expert commercially focused legal advice to the company, Board and senior management on major agreements, land matters, strategic regulatory issues, debtor management and other significant issues.

Key Responsibilities

The key responsibilities of the position include:

1. Provide accurate and updated advice to ensure SW meets its legal and contractual obligations
2. Provide advice on contract agreements, management and disputes
3. Assist and oversee land acquisitions, leases and other matters
4. Ensure that there is a healthy, safe and OHS compliant workplace
5. Ensure that Environmental Management is supported and promoted
6. Ensure that there is total commitment to ethical work and tendering practices
7. Ensure that Organisational values are promoted and demonstrated at all times

Qualifications & Education

Appropriate tertiary legal qualification (e.g Contract Law, Corporate Law)

Experience

- Experience in debtor management and collections
- Significant practical legal experience in a commercial discipline
- Demonstrate experience in the provision of high level, commercially focused, legal advice on key business issues
- Proven experience in the creation and management of high value design and construct contracts

Key Skills

1. Proven excellent interpersonal and business acumen skills
2. Ability to represent Solomon Water in civil litigation including appearing as counsel in court proceedings.
3. Demonstrate knowledge of and total commitment to ethical work and tendering practices
4. Experience in donor programmes, funding approvals process and agreements
5. Considerable experience in conveyancing, land acquisitions, squatter management and leases
6. Ability to work both autonomously, and as a member of a variety of teams
7. Ability to understand stakeholder needs and translate them into documents and action plans
8. Excellent written and verbal communication skills