



**THE HOT BREAD KITCHEN**  
**APPLICATION PACK FOR**  
**MANAGER LEGAL**

**Closing Date: 28 February 2025**

*We reserve the right to close this vacancy early if we receive sufficient applications for the role.  
If you are interested, please submit your application as early as possible.*

## **APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE**

The Hot Bread Kitchen is committed to being the Pacific's leading bakery, providing quality products, outstanding customer service and superb cleanliness.

Candidates should be aware that all positions within the Company involve some degree of food safety standards, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Recruitment and selection at The Hot Bread Kitchen is designed to meet the requirements of best practice and of legal obligations.

If you are currently working with food on either a paid or voluntary basis, your current employer will be asked about food hygiene standards, including disciplinary offences relating to food safety, and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with food but have done so in the past, that previous employer may be asked about such issues.

All offers of employment are conditional, including requiring a satisfactory enhanced criminal records check, medical clearance, satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in Fiji.

You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected, and possible referral to the Police.

All posts will be advertised internally and usually externally. The company is not obliged to advertise externally where there are candidates of merit and ability already within the company. Recruitment processes run in accordance with the company's Employee Equal Opportunity Policy.

## INVITATION TO INTERVIEW

If you are invited for interview, this will be conducted in person. Areas explored will include legal experience, sector expertise and food hygiene. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and / or a photocard (eg driving licence) as a form of photographic ID,
- A full birth certificate,
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months),
- Where appropriate, any documentation evidencing a change of name,
- Documentary evidence of right to work in Fiji such as birth certificate, passport, or Fiji Immigration documentation.

### **JOB VACANCY: MANAGER LEGAL**

We love bread. We love mixing it, we love making it, we love baking it. And we love that our freshly baked, preservative-free bread nourishes the nation, as it has since 1982. An equal opportunity employer, we have been awarded Employer of Choice multiple times.

We now seek a MANAGER LEGAL to join our Legal Department to manage the company's legal matters. The successful candidate will earn \$35,000 per year (potential for more, depending on experience), have access to a company vehicle, laptop, mobile, and our exclusive staff discount at HBK shops after successfully completing probation.

The Manager Legal is responsible for providing legal advice and guidance, managing the company's legal matters, referrals to the panel of legal service providers and ensuring compliance with all applicable laws and regulations. Our ideal candidate will have a strong background in commercial and / or corporate law, excellent communication and organisational skills, and competence handling complex legal matters with minimal supervision.

**Does this sound like you? Interested? Read on!**

<p><b><u>KEY RESPONSIBILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• Review, manage and implement legal policies, procedures, and documentation.</li> <li>• Research and analyse legal issues, advising Management and the Board on the legal implications of their decisions.</li> <li>• Draft, review, and negotiate contracts, agreements, and other legal documents.</li> <li>• Provide legal advice and guidance to Management on all legal issues.</li> <li>• Monitor changes in laws and regulations and ensure compliance with applicable laws and regulations.</li> <li>• Manage litigation and dispute resolution matters.</li> <li>• Represent the Company in legal proceedings and hearings.</li> <li>• Develop and maintain strong relationships with external legal counsel on the panel of Legal Service Providers, acting always in the Company's best interests.</li> <li>• Oversee regulatory and compliance matters.</li> <li>• Supervise investigations team as they investigate and monitor compliance matters within the Company.</li> <li>• Develop and manage the Legal department budget.</li> <li>• Line-manage the Legal and Compliance team, mentoring their career progression, and facilitating on-going training to upskill the team for continuing professional development (CPD).</li> </ul>	<p><b><u>KNOWLEDGE, EXPERIENCE, SKILLS &amp; ABILITIES:</u></b></p> <ul style="list-style-type: none"> <li>• <b>TIME MANAGEMENT:</b> competence to efficiently manage legal procedures and keep all parties appropriately briefed on updates.</li> <li>• <b>LEADERSHIP:</b> able to inspire and motivate the Legal team to achieve organisational goals and create a collaborative and productive work environment; a capable and compassionate mentor for junior charges; able to delegate tasks and monitor progress to completion.</li> <li>• <b>PROJECT MANAGEMENT:</b> must be able to handle complex cases, transactions, and initiatives.</li> <li>• <b>COMMUNICATION:</b> can communicate clearly and persuasively; able to build positive relationships with stakeholders; must be able to deliver bad news professionally; able to listen, absorb and disseminate relevant information.</li> <li>• <b>ATTENTION TO DETAIL:</b> able to ensure that all information is accurate and appropriately formatted; can assess vast amounts of information, identifying key issues and distilling these appropriately to the relevant parties.</li> <li>• <b>EMPATHY AND CONFLICT RESOLUTION:</b> Must have requisite empathy to mediate and resolve internal conflicts within the Company.</li> <li>• <b>OTHER SKILLS:</b> must have excellent knowledge and experience of the Companies Act, Labour Laws and other legal and regulatory areas; familiar with Microsoft Office; devise and deploy professional, logical filing systems for contracts, legislative</li> </ul>
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	updates and other relevant documents.
<b>OUR REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Bachelor of Law Degree (LLB) or equivalent</li> <li>• Postgraduate Diploma in Legal Practice (PDLP) or equivalent</li> <li>• At least five years of experience in commercial and/or corporate law.</li> <li>• A thorough understanding and application of the Companies Act and other laws and regulations that affect the company</li> <li>• Significant experience in a leadership role. This may include voluntary work.</li> <li>• Driving License class 2 would be an advantage.</li> </ul>	
To apply, submit your CV to: <b><a href="mailto:vacancies@hbk.com.fj">vacancies@hbk.com.fj</a></b>	

The Hot Bread Kitchen is committed to food hygiene and healthy choices. All staff and volunteers are expected to share this commitment.

## **BENEFITS AND SALARY FOR MANAGER LEGAL**

The Hot Bread Kitchen is a modern Pacific company, champions of baking excellence, and an employer of choice. The benefits package for Manager Legal includes:

- Salary band of \$35,000 - \$40,000 per annum, depending on experience;
- Staff discount on HBK products;
- Access to Company vehicle;
- Company laptop (on successful completion of probation);
- Company mobile phone (on successful completion of probation);
- Salary paid fortnightly into your bank account;
- Access to our Staff Saving Scheme;
- Opt-in Staff Bereavement Fund;
- All statutory holidays, leave and allowances.

## **MANAGER LEGAL**

We are currently seeking to recruit an experienced Manager Legal who will join our dynamic management team to ensure the Legal department meets the Company's goals.

The Manager Legal will be responsible for providing legal advice and guidance, managing the Company's legal matters, referrals to the panel of legal services providers, and ensuring compliance with all applicable laws and regulations.

Working hours are nominally 80 hours per fortnight, year-round, with 15 days' annual leave, plus public holidays.

Some out of hours work (occasional evenings and weekends) will be required and the post-holder may be called out in emergencies, for which additional pay and/or time off in lieu will be available.

You will be supported in your professional development and career by our friendly, welcoming team and enjoy benefits, to be discussed with the successful applicant.

This job description gives an overall indication of the areas of responsibility of the position, but is by no means all-encompassing, nor fixed.

If successful candidate may be required to undertake any other reasonable task requested by their Line Manager, as falls reasonably within the capabilities of the applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of a leading food manufacturer.

The Hot Bread Kitchen is an equal opportunities employer.

<b>Job Title</b>	<b>Manager Legal</b>
Main purpose of the position:	Lead and mentor the Legal and Compliance team
Reporting to:	Managing Director
Working pattern:	8am to 5pm (Normal)
Main roles and responsibilities:	<ul style="list-style-type: none"> <li>(a) Overseeing the Company's legal issues, developing strategic plans and providing legal advice.</li> <li>(b) Review, manage and implement legal policies, procedures, and documentation.</li> <li>(c) Provide legal advice and guidance to Management and the Board on all legal matters.</li> <li>(d) Monitor changes in laws and regulations and ensure compliance accordingly.</li> <li>(e) Manage litigation, dispute resolution matters, and represent the Company in legal proceedings.</li> <li>(f) Develop and maintain strong relationships with external legal counsel on our panel of Legal Service Providers, acting always in the Company's best interests.</li> <li>(g) Develop and manage the Legal department team and budget.</li> </ul>

### Person Specification for Manager Legal

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge and experience of the Legal sector	✓	
Time management	✓	
Team leadership		
Relevant qualification / membership	✓	
Ability to work within and lead a team	✓	
Ability to work with and to lead a team	✓	
Full, clean Fiji driving licence with D1 entitlement		✓
Understanding of health & safety policy and practice	✓	

Previous health & safety training/qualification including fire safety, COSHH and plant operations.		✓
Previous training in Food Safety and Food Hygiene.		✓
Experience of working in a professional food setting		✓
IT skills especially Microsoft Office and SharePoint	✓	
Good interpersonal skills	✓	
Problem-solving, positive, can-do attitude	✓	
Focus on outcomes and providing essential customer services	✓	
Ability to work within a team and independently	✓	
Ability to demonstrate personal honesty and integrity	✓	
Ability to communicate well with customers, colleagues and suppliers	✓	
Sense of humour and proportion	✓	
Adaptable and flexible to meet demands of role ie additional or unsocial hours	✓	
Compatible with the company's Vision, Mission and Values	✓	

