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| **Ref #: A014** |  |
| Description: Description: http://4.bp.blogspot.com/-9id1conkx_k/TlAA2rdsPVI/AAAAAAAAAGM/qYekwzdsBgY/s1600/Coattrinidadtobago.jpgGovernment of Trinidad and Tobago**JOB DESCRIPTION****CONTRACTUAL POSITION** |
| **JOB TITLE: SENIOR LEGAL OFFICER** |
| **JOB SUMMARY:**  |
| The incumbent is required to supervise junior legal officers performing legal work in the Legal Services Unit/Division of a Ministry/Department. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the more complex legal matters involving the Ministry/Department. The incumbent also assists in planning, organising and preparing the work programme of the Unit/Division.  |
| **REPORTS TO:** | Director, Legal Services or designated officer |
| **SUPERVISION GIVEN TO:** | Junior legal officers and other support staff |
| **DUTIES AND RESPONSIBILITIES:** |
| * Supervises junior legal officers and other staff providing legal support work.
* Assigns and reviews the work of junior legal officers while providing training, advice, guidance and direction on legal matters.
* Plans, organises and prepares the work programme of the Legal Services Unit/Division.
* Represents the Ministry/Department in court and before other tribunals on the more complex legal matters.
* Drafts the more complex legal documents including contracts, leases, and agreements.
* Reviews systems, policies and procedures and makes appropriate recommendations to improve productivity and quality service.
* Confers with relevant official of Ministries/Departments and attends meetings to give professional legal advice.
* Prepares and /or reviews legal opinions.
* Reviews legal/court documents for completeness and accuracy.
* Advises on the more complex legal issues related to the administration, interpretation and enforcement of laws pertaining to the operations of the Ministry/Department.
* Participates in or supervises the preparation of instructions for submission to state central legal agencies on legal matters involving the state.
* Participates in or supervises court case preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and preparing draft pleadings for filing.
* Supervises the conduct of research and analysis on legal matters pertinent to the Ministry’s/Department’s operations.
* Participates in and/or supervises the review of existing legislation, rules, and regulations pertaining to the Ministry/Department and recommends/formulates appropriate amendments.
* Reviews systems and procedures and recommends or devises strategies/ mechanisms to improve the effectiveness of legal services delivery.
* Leads or participates in negotiations/consultations with external/internal parties.
* Prepares Cabinet/Ministerial Notes, memoranda, letters, and other documents on legal matters.
* Represents the Ministry/Department on committees and in meetings and other fora.
* Performs other related duties as required.
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| **KNOWLEDGE, SKILLS AND ABILITIES:** |
| **KNOWLEDGE:**  | * Considerable knowledge of the Laws of Trinidad and Tobago.
* Considerable knowledge of legal principles and practices.
* Considerable knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.
* Considerable knowledge of legal drafting principles and practices.
* Considerable knowledge of legal research skills and techniques.
* Considerable knowledge of court procedures and practices and of rules of evidence.
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| **SKILLS AND ABILITIES:** | * Proficiency in the use of Microsoft Office Suite.
* Skill in the use of personal computers.
* Skill in drafting legal documents/instruments.
* Skill in negotiation, mediation and arbitration.
* Ability to use e-Government technology platforms.
* Ability to use the internet for research purposes.
* Ability to supervise legal officers performing professional legal work.
* Ability to analyse and interpret laws and regulations.
* Ability to present and explain statements of facts and the law, and to argue clearly and logically, orally and in writing.
* Ability to maintain confidentiality.
* Ability to establish and maintain effective working relationships with fellow employees and members of the public.
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| **MINIMUM EXPERIENCE AND TRAINING:** |
| * Minimum of eight (8) years’ experience as a practicing Attorney at law.
* Bachelor of Law Degree from a recognised institution.
* Legal Education Certificate or equivalent from a recognised institution.
* Admission to practice law in Trinidad and Tobago.
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