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| **Ref #: A014** |  | | | |
| Description: Description: http://4.bp.blogspot.com/-9id1conkx_k/TlAA2rdsPVI/AAAAAAAAAGM/qYekwzdsBgY/s1600/Coattrinidadtobago.jpg  Government 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. | | | | |
| **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. | | |
| **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. | | |
| **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. | | | | |