Ref #: A013	



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DIRECTOR, LEGAL SERVICES

JOB SUMMARY:

The incumbent is required to manage and direct the activities of the Legal Services Unit or Division of a Ministry/Department and render legal services. Duties include planning, directing and coordinating the work of professional legal staff and legal support staff. Duties also include providing legal advice, representing the Ministry/Department in Court, at Tribunals and meetings, drafting and reviewing legal agreements and other legal documents and participating in negotiations, mediation and arbitration.

REPORTS TO:	Permanent Secretary or Head of Department
SUPERVISION GIVEN TO:	Senior Legal Officer/and other designated legal officers (Direct) Legal Officer I and II (Indirect) Paralegal Officer (Indirect) Legal Research Officer (Indirect)

DUTIES AND RESPONSIBILITIES:

- Plans, directs and co-ordinates the activities of the professional legal staff and other support staff engaged in the provision of legal services to a Ministry/Department.
- Plans, organises and directs the development of the work programme of the Legal Services Unit/Division.
- Directs, co-ordinates and reviews the work of professional legal staff performing duties such as :
  - appearing in court and before other tribunals;
  - providing advice on legal issues related to the administration, interpretation and enforcement of laws pertinent to the Ministry/Department's operations;
  - drafting legal documents such as contracts, leases and agreements;
  - preparing draft pleadings for filing;
  - reviewing legal/court documents for completeness and accuracy;
  - preparing legal opinions; and
  - researching and analysing legal matters/issues.
- Provides advice and interpretation to senior management and staff on very complex legal matters/issues.
- Drafts or leads the drafting of very complex legal documents/instruments.
- Directs and participates in the review of existing laws and regulations pertinent to the Ministry/Department and in the recommendation of or the formulation of appropriate amendments.
- Represents the Ministry/Department in court and before other tribunals in very complex legal matters.

- Plans, directs and co-ordinates the review of systems and procedures, and the development of strategies/mechanisms to improve the effectiveness of legal services delivery.
- Drafts budgetary estimates of the Legal Services Unit/Division.
- Identifies and makes recommendations for staff training and development.
- Serves as a resource in the training and development of legal staff.
- Leads or participates in consultations and negotiations with external parties.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents.
- Represents the Ministry/Department on committees, meetings and other fora.
- Performs other related work as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	▪ Extensive knowledge of the Laws of Trinidad and Tobago. ▪ Extensive knowledge of legal principles and practices. ▪ Extensive knowledge of the laws and regulations pertinent to the operations of the Ministry/Department. ▪ Extensive knowledge of court procedures and practices and of rules of evidence. ▪ Considerable knowledge of legal drafting principles and practices, legal research skills and techniques.
SKILLS AND ABILITIES:	▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the internet for research purposes. ▪ Skill in drafting legal documents/instruments. ▪ Skill in negotiation, mediation and arbitration. ▪ Ability to plan, organize, direct and co-ordinate the activities of a division providing legal services. ▪ Ability to analyse and interpret laws and regulations. ▪ Ability to present and explain statements of fact and the law logically, orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees, colleagues and members of the public.

MINIMUM EXPERIENCE AND TRAINING

- Minimum of ten (10) 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.