Ref #: A014	



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.