



## 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 matters involving the Ministry/Department. The incumbent also assists in planning, organizing and preparing the work programme of the Unit/Division.

**REPORTS TO:**

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, organizes 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 officials 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 legal matters pertinent to the Ministry's/Department's operations.
- Participates in and/or supervises the review of existing legislation, rules, 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 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 analyze 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 recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice law in Trinidad and Tobago.