



# 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

<p>effectiveness of legal services delivery.</p> <ul style="list-style-type: none"> <li>▪ Leads or participates in negotiations/consultations with external/internal parties.</li> <li>▪ Prepares Cabinet/Ministerial Notes, memoranda, letters, and other documents on legal matters.</li> <li>▪ Represents the Ministry/Department on committees and in meetings and other fora.</li> <li>▪ Performs other related duties as required.</li> </ul>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES.</b></p>	
<p><b>KNOWLEDGE:</b></p>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of the Laws of Trinidad and Tobago.</li> <li>▪ Considerable knowledge of legal principles and practices.</li> <li>▪ Considerable knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.</li> <li>▪ Considerable knowledge of legal drafting principles and practices.</li> <li>▪ Considerable knowledge of legal research skills and techniques.</li> <li>▪ Considerable knowledge of court procedures and practices and of rules of evidence.</li> </ul>
<p><b>SKILLS AND ABILITIES:</b></p>	<ul style="list-style-type: none"> <li>▪ Proficiency in the use of Microsoft Office Suite.</li> <li>▪ Skill in the use of personal computers.</li> <li>▪ Skill in drafting legal documents/instruments.</li> <li>▪ Skill in negotiation, mediation and arbitration.</li> <li>▪ Ability to use e-Government technology platforms.</li> <li>▪ Ability to use the internet for research purposes.</li> <li>▪ Ability to supervise legal officers performing professional legal work.</li> <li>▪ Ability to analyse and interpret laws and regulations.</li> <li>▪ Ability to present and explain statements of facts and the law, and to argue clearly and logically, orally and in writing.</li> <li>▪ Ability to maintain confidentiality.</li> <li>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.</li> </ul>
<p><b>MINIMUM EXPERIENCE AND TRAINING</b></p>	
<ul style="list-style-type: none"> <li>▪ Minimum of eight (8) years' experience as a practicing Attorney at law.</li> <li>▪ Bachelor of Law Degree from a recognised institution.</li> <li>▪ Legal Education Certificate or equivalent from a recognised institution.</li> <li>▪ Admission to practice law in Trinidad and Tobago.</li> </ul>	