



# 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 Unit of the Trinidad and Tobago Police Service and render legal services. Duties include planning, directing and co-ordinating the work of professional legal staff and legal support staff. Duties also include providing legal advice, representing the Trinidad and Tobago Police Service in Court, at Tribunals and meetings, drafting and reviewing legal agreements and other legal documents and participating in negotiations, mediation and arbitration.

#### REPORTS TO:

Commissioner of Police

#### 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.