

# Job Description

## **JOB TITLE: Legal Officer**

### **JOB PURPOSE:**

The incumbent is required to manage the activities of the legal department and render legal services to improve the efficiency and effectiveness of the Trinidad and Tobago Housing Development Corporation Construction Company Limited.

### **WORKING RELATIONSHIPS:**

- Reports to the designated Manager/Supervisor.
- Works closely with personnel of Legal Division at the Holding Company, service providers, other internal and external stakeholders and its Subsidiaries.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Strategic & Transformational Role:
  - Manages operational activities of the Department.
  - Provides strategic legal advice and counsel on a broad range of complex laws and regulations affecting the operations of the Construction Company Limited.
  - Assist in planning strategic legal activities to ensure that the Construction Company Limited achieves its mandate in the delivery of housing accommodation to the nation's citizenry in accordance with legal framework.
- Operations Oversight Role:
  - Oversees property development management and litigation matters.
  - Drafts and settles pleadings and correspondence.

- Appears before court, tribunals and other dispute adjudication bodies.
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- Instructs external Counsel and manages the conduct of matters by external Attorneys-at-Law.
- Represents the Construction Company Limited at meetings, in court and other legal proceedings.
- Adjudicates matters at a pre-litigation/ dispute resolution stage and negotiates amicable settlement.
- Reviews correspondence, identifies risks and develops and implements measures to mitigate against negative impacts to the Construction Company Limited.
- Manages the preparation, filing and service of documents.
- Conducts research on various aspects of the law.
- Administers training to sensitise staff about the laws and regulations relevant to the Company's operations to ensure compliance.
- Represents the Company and various operational committee meetings, court and meetings with stakeholders.
- Forms part of the Procurement and Contract Team and negotiating team with external stakeholders on behalf of the Construction Company Limited for contracts.
- Advises, co-ordinates and reviews the work activities of subordinate employees.
- Performs any other related duties and responsibilities consistent with the job title/position.

**Leadership/Relationship Role:**

- Prepares and submits reports in accordance with the Company's requirements.
- Contributes to the development of the Company's budget.
- Develops and maintains effective working relationships with relevant stakeholders.



### Corporate Service Responsibility/Public Trust/Compliance/Risk:

- Assesses the impact of proposed/existing company legislations, regulatory policies, laws and regulations pertinent to the organization making recommendation for amendments.
- Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
- Identifies operational and reputational risks and develop/implement mitigation measures to address issues identified.

### REPORTING REQUIREMENTS:

- Monthly Report
- Succession Planning
- Training
- Policy and Procedure Reviews and Recommendations
- Departmental Key Performance Indicators (KPIs) with achievable objectives with established timelines.

### QUALIFICATIONS AND EXPERIENCE:

- Bachelor of Law Degree from a recognised institution;
- Legal Education Certificate (LEC) or equivalent from a recognised institution;
- Admission to practice Law in Trinidad and Tobago;
- Ten (10) years practicing Attorney at Law with at least eight (8) years with supervisory experience in a similar environment; or
- Equivalent combination of training and experience.



## KNOWLEDGE AND SKILLS:

- In-depth knowledge of the following:
  - Court procedures and practices and rules of evidence;
  - Litigation processes and procedures;
  - Conveyancing;
  - Procurement law;
  - Land laws and regulations
  - Construction law, including the application of standard forms of contract including the FIDIC form of contract, contract management and project management.
- Working knowledge of Employment and Industrial relations laws and regulations;
- In depth knowledge in drafting legal documents/instruments.
- Working knowledge of the State's financial regulations.
- Ability to analyse and interpret laws and regulations.
- Ability to maintain confidentiality.
- Ability to analyse and interpret data and prepare comprehensive reports.
- Ability to establish and maintain effective working relationships with colleagues and members of the public.
- Attention to detail.
- Dispute resolution skills.
- Effective problem-solving, planning and organizational skills.
- Excellent analytical, critical thinking and reasoning skills.
- Excellent communication skills (written, oral and interpersonal).
- Excellent arbitration, negotiation and mediation skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Self-motivated, result oriented with proven ability to work independently.
- Strong leadership skills.
- Strong working ethics and ability to treat organizational information with confidentiality.

## KNOWLEDGE AND SKILLS:

- Prolonged periods sitting at a desk and working on a computer.