

Job Description

JOB TITLE: Senior General Counsel

JOB PURPOSE:

The incumbent is required to manage the activities of the Legal Division and render legal services to improve the efficiency and effectiveness of the Trinidad and Tobago Housing Development Corporation (HDC).

WORKING RELATIONSHIPS:

- Reports to the Divisional Manager, Legal.
- Works closely with personnel of Legal Division, service providers, other internal and external stakeholders and its Subsidiaries.

MAJOR DUTIES & RESPONSIBILITIES:

- Strategic & Transformational Role:
 - Jointly manages operational activities of the Legal Department.
 - Provides strategic legal advice and counsel on a broad range of complex laws and regulations affecting the operations of the Corporation and its Subsidiaries.
 - Provides advice to the Corporation's Public Procurement and Disposal of Public Committee (PDAC).
 - Reviews and provides advice on matters and correspondence in relation to the Freedom of Information Act and Office of the Ombudsman.
 - Assist in planning strategic legal activities to ensure that the Corporation 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.
 - Instructs external Counsel and manages the conduct of matters by external Attorneys-at-Law.
 - Represents the Corporation 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 Corporation.
 - Reviews Deeds of Sublease to ensure accuracy of data.
 - Takes execution of Deeds of Sublease prepared internally;
 - 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 Corporation's operations to ensure compliance.
 - Represents the Corporation and various operational committee meetings, court and meetings with stakeholders.
 - Forms part of the Tender Evaluations Team and negotiating team with external stakeholders on behalf of the Corporation 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:**
 - Manages the Performance Management System for relevant employees.
 - Provides coaching and mentoring to subordinate employees.
 - Prepares and submits reports in accordance with the Corporation's requirements.
 - Contributes to the development of the Division's budget.
 - Conducts monthly staff meetings and training sessions with the Divisional Manager, Legal

- 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 Legal Division Report
- Vacation Leave Roster
- Performance Appraisals on Reporting Employees
- Attendance and Punctuality
- Succession Planning
- Training
- Policy and Procedure Reviews and Recommendations
- Unpaid Employee Obligations
- Employee Allowances Report
- 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 and operations of the judiciary and Registrar General's office.
- Ability to analyse and interpret laws and regulations.
- Ability to maintain strict confidentiality.
- Ability to analyse and interpret data and prepare comprehensive reports.
- Ability to establish and maintain effective working relationships with colleagues.
- 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.

PHYSICAL REQUIREMENTS:

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