

# EXTERNAL VACANCY

## ATTORNEY AT LAW – DISPUTE RESOLUTION & LITIGATION

**COMPANY:** Holding Company

**DIVISION:** N/A

**UNIT/DEPARTMENT:** Legal

**CATEGORY OF STAFF:** Contract

### **JOB PURPOSE:**

- To provide Dispute Resolution & Litigation services to the Corporation and its Subsidiaries to ensure efficient and cost effective management of litigation matters.

### **WORKING RELATIONSHIPS:**

- Reports to the Senior Attorney-At-Law - Legal Services.
- Reports to the Legal Sub-Committee and Risk Sub-Committee.
- Works closely with Attorneys-at-Law, Divisional Managers, Managers, Service Providers, internal and external Stakeholders.

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

- Reports to the Legal Sub-Committee and Risk Sub-Committee on a daily-basis as required in-person.
- Adjudicates matters at a pre-litigation/ dispute resolution stage and negotiates amicable settlements.
- Administers training to sensitise staff about the laws and regulations relevant to the Corporation's operations to ensure compliance on the instruction of the Senior Attorney, Legal Services.
- Advises and guides department Managers in the execution of their duties.
- Advises on industrial relations and employee grievance matters.
- Advises on legal issues relating to the administration, interpretation and adherence of laws, statutory requirements and obligations relative to the Corporation's operations.
- Appears before Court, Tribunals and other Dispute Adjudication bodies.
- Conducts research on various aspects of the law.
- Drafts and settles pleadings and correspondence.
- Forms part of the Tender Evaluations Team and negotiating team with external stakeholders on behalf of the Corporation for contracts.
- Instructs external Counsel and manages the conduct of matters by external Attorneys-at-Law.
- Manages litigation and contentious matters.
- Manages the preparation, filing and service of documents.
- Represents the Corporation in various operational committee meetings, in court and in meetings with the various unions.
- Reviews correspondence, identifies risks and develops and implements measures to mitigate Stakeholders detriment.
- Assists with the preparation of monthly departmental reports.
- Monitors and evaluates performance of subordinate staff through the enforcement of the Corporation's Performance Management System, including conducting performance appraisals.
- Provides coaching and mentoring to employees. Co-ordinates and reviews the work activities of subordinate employees.
- Prepares and submits reports in accordance with the Corporation's requirements.
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

### **REPORTING REQUIREMENTS:**

- Monthly Report
- Document, Policy and Procedure Reviews and Recommendations
- Departmental Key Performance Indicators (KPIs) with achievable objectives with established timelines
- Produces any other report that is determined to be required.

### **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor of Law Degree.
- Legal Education Certificate (LEC).
- Admitted to practice Law in Trinidad and Tobago.
- A minimum of seven (7) years' experience as an Attorney-at-Law with at least five (5) years' supervisory experience.
- Experience as an Instructing Attorney-at-Law and/or Advocate Attorney-at-Law, practising in High Court of Trinidad and Tobago.
- Experience in contract formation, preparation, review and drafting of legal documents.
- Experience and working knowledge of the FIDIC Suite of Contracts will be an asset.
- Training in negotiation and mediation will be an asset.

### **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.
- 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.

### **PHYSICAL REQUIREMENTS:**

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