

# EXTERNAL VACANCY

## Senior Attorney At Law – Legal Services

**COMPANY:** Trinidad and Tobago Housing Development Corporation

**DIVISION:** N/A

**UNIT/DEPARTMENT:** Legal Services

**CATEGORY OF STAFF:** Contract

### JOB PURPOSE:

- The incumbent is accountable for the management of the Legal Services Department of the Trinidad and Tobago Housing Development Corporation (HDC) and renders legal advice and representation to the HDC and its Subsidiary Companies in accordance with the laws of Trinidad and Tobago.

### WORKING RELATIONSHIPS:

- Reports to the Managing Director.
- Reports to the Legal Sub-Committee and Risk Sub-Committee.
- Works closely with personnel of Legal Services Department, service providers, other internal and external stakeholders of the HDC and its Subsidiaries.

### MAJOR DUTIES & RESPONSIBILITIES:

- Operations Oversight Role:
  - Manages and oversees the operational activities of the Legal Services Department.
  - Reports to the Legal Sub-Committee and Risk Sub-Committee on a daily-basis as required in-person.
  - Manages the Dispute Resolution and Litigation portfolio in order to mitigate and minimise financial exposure to the Corporation and the Subsidiary Companies.
  - Adjudicates matters at a pre-litigation/ dispute resolution stage and negotiates amicable settlement.
  - Drafts and settles pleadings and correspondence.
  - Appears before court, tribunals and other dispute adjudication bodies.
  - Instructs external Counsel and manages the conduct of matters briefed to external Attorneys-at-Law.
  - Chairs the Corporation's Procurement and Disposal Advisory Committee (PDAC).
  - Manages and oversees applications made under the freedom of Information Act
  - Manages and Oversees responses to claims submitted by Office of the Ombudsman.
  - Represents the Corporation at meetings with internal and external stakeholders
  - Identifies risks, develops and implements measures to mitigate against negative legal impacts to the Corporation.
  - Oversees the preparation of Deeds of Sublease
  - Takes execution of Deeds of Sublease.
  - Administers training to sensitise staff about the laws and regulations relevant to the Corporation's operations to ensure compliance.
  - Advises, co-ordinates and reviews the work activities of subordinate employees.
- Transformational Role:
  - Utilise business processes, activities and technologies to innovate the internal operations of the Legal Services Department;
  - Oversees the Introduction and implementation of technology to promote operational efficiency and to automate and standardise processes where practicable
  - Oversees staff training to ensure comprehension and compliance with transformational vision/objectives.
- Leadership/Relationship Role:
  - 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 subordinate employees.
  - Prepares and submits reports in accordance with the Corporation's requirements.
  - Contributes to the development of the department's budget.
  - Conducts monthly staff meetings and training sessions.
  - 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.
  - Performs any other related duties and responsibilities consistent with the job title/position.

### REPORTING REQUIREMENTS:

- Monthly Legal Services Department Report
- Vacation Leave Roster
- Performance Appraisals on Reporting Employees
- Attendance and Punctuality
- Succession Planning
- Performance Planning
- Training
- Policy and Procedure Reviews and Recommendations
- 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 in Trinidad and Tobago including eight (8) years' experience managing/supervising legal professionals.

### KNOWLEDGE AND SKILLS:

- Working knowledge of the following:
  - Court procedures and practices and rules of evidence;
  - Litigation processes and procedures;
  - Conveyancing;
  - Property Law
  - Procurement law;
  - Construction law, including the application of standard forms of contract including the FIDIC form of contract, contract management and project

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management.

o Land laws and regulations of the republic of trinidad and Tobago impacting the business of the HDC and its subsidiaries;

- 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.

