

JOB DESCRIPTION

JOB TITLE	Legal Officer
DEPARTMENT	Legal
REPORTING TO:	Senior Legal Officer

Summary:

The Legal Officer provides legal support to the legal team in effectively performing legal activities and functions relative to operational and commercial activities. Performance of these functions will ensure that the Corporation's legal position is well maintained.

Education, Knowledge and Experience

- Bachelor of Laws Degree (LLB)
- Legal Education Certificate
- Admitted to practise as an Attorney at Law in Trinidad and Tobago

- Knowledge of construction law, including the application of standard forms of contract including the FIDIC form of contract, contract management and project management
- Knowledge of procurement law
- In-depth knowledge of laws relative to employer and employee relationship
- Knowledge of Financial Regulations
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions

- A minimum of four (4) years post-qualification experience, with in-house counsel experience, preferably in a state or quasi-state organization

OR

Combination of Equivalent Qualification and Training and Experience

Key Duties & Responsibilities:

Department Support:

- Facilitates the appropriate training and development plans where necessary.
- Assists in the evaluation and implementation of departmental strategies, and plans to ensure achievement of the department's corporate goals and objectives.
- Assists with preparation of monthly and/or other reports as required
- Assists in the planning, directing, coordinating and formulating legal policies and programmes of the Corporation
- Provides legal opinions and briefs on matters relevant to the Corporation's operations
- Prepares status reports on existing and new contracts
- Conducts research, analyzes and reports on laws and regulations which impact upon the operations of the Corporation including those arising from corporate structures and business models as required.
- Advises on a range of legal issues, interpretations and options relative to construction, procurement, project management, contract management, employee/employer relationship
- Assists line managers with the development and modification of departmental policies and procedures to ensure conformity with legal requirements.
- Identifies and reports legal issues of concern, often in situations of high risk and assists with development of legal strategies and solutions
- Develops and implements procedures for contract management and administration in compliance with policies and procedures.
- Ensures the maintenance of contractual records and related documentation; e.g. contract correspondence, customer contact information, insurance documents, bonds and guarantees, status reports

Contract Administration and Monitoring

- Represents the Corporation in negotiating contracts and formulating policies with suppliers.
- Participates in the preparation of contract specifications
- Drafts, negotiates executes contracts, related legal documents related to construction, projects, procurement of goods and services and confidentiality of proprietary information included but not limited to:-
 - Requests for Proposals/Tenders
 - Pre-qualification of contractors and consultants
 - Contracts, IDF agreements and MOUs with Government ministries and state agencies
 - Performance bonds
 - Bid Bonds
 - Non-disclosure agreements
 - Sub-contracts
 - Licensing agreements
 - Financing documents
 - Employee related matters
- Provides redlined recommendations on standard and non-standard contracts and negotiations with clients.
- Liaises with Project Management, Finance and or any other internal teams to monitor and ensure performance (milestones /invoicing) in accordance with terms and conditions of contract
- Administers contracts to ensure that suppliers perform in accordance with contract requirements.
- Takes action as necessary where there appears to be non-conformance to the terms and conditions of the contract

- Ensures contract close-out, extension or renewal as guided.
- Assists with drafting and reviewing of employment related contracts as necessary
- Undertakes the necessary research; secures and circulates copies of new and/or revised laws and decisions on court cases relative to the Corporation's business operations
- Reviews proposed terms and conditions submitted by the contractor/consultant and reconciles with the Corporation's requirements and policies

Legal Representation

- Assists in the preparation for hearings and trials and prepares written reports that could be used in determining how cases should be handled
- Represents the Corporation in legal proceedings on miscellaneous subject matters, as assigned
- Undertakes the necessary research and prepares briefs for industrial relations matters at the Ministry of Labour, Industrial Court or Supreme Court

Evaluation of Tenders

- Participates in review and evaluation of pre-qualification applications and packages
- Assists in the development of tender evaluation criteria
- Reviews tenders and assists in the preparation of relevant reports and paperwork
- Performs any other duties related to the job function as may be required

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Uses business judgment and legal expertise to deliver appropriate advice in legal matters
- Operates within scope and limits of authority

Key Capabilities

Strategic Perspective: Has an understanding of issues, competitive markets and challenges in the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Workload Management: Ability to contribute to determining measurable goals and objectives; Maintains focus on attaining high levels of performance and achieving results. Plans, prioritizes and organizes time and tasks to meet deadlines. Achieve objectives in an efficient and cost-efficient manner.

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. sets good example, ethical conduct

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability in accordance with laws, state and organizational policies and procedures

Communication: Has the ability to communicate in a logical and organized manner at all levels in the organization. Willingly and consistently provide information in an easily understood manner that permits and encourages feedback.

Problem Solving: Is able to analyze complex data or situations, prioritize key issues; creates insightful solutions to problems and ensures proper execution

Personal Attributes: Uses initiative; has the ability to act with minimum supervision; Demonstrates a high level of confidentiality; Has a consistent pattern of satisfactory attendance with strong work ethics.

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Willingness to respond promptly to internal and external needs.

Negotiation: Ability to motivate, influence and convince others to take a particular course of action

Key Performance Indicators

- 75 % of contracts drafted within 14 days of assignment
- 75% of tender evaluations concluded and submitted for approval within 30 days of tender submission closing date
- 60% of opinions given within 7 days of assignment