

JOB DESCRIPTION

JOB TITLE:	Legal Officer - Conveyancing (Project)
DEPARTMENT:	Legal Division
REPORTING TO:	Senior Legal Officer

Summary:

The Legal Officer provides legal support to the legal team in effectively performing legal activities and functions related to operational and commercial activities with specific focus on oversight over procurement processes and negotiations.

Education, Knowledge and Experience

- Bachelor of Laws Degree (LLB)
- Attorney-at-Law qualified to practice in Trinidad and Tobago
- Minimum 12–20 years’ relevant experience
- Demonstrated experience on large public or PPP infrastructure projects

OR

Combination of Equivalent Qualification and Training and Experience

Key Duties & Responsibilities:

Department Support:

Focus: Land acquisition, title, and property readiness

Responsibilities:

- Conducts title investigations and due diligence.
- Advises on land acquisition strategies, leases, easements, and servitudes.
- Drafts and review conveyances, leases, and land transfer instruments.
- Resolves title defects and statutory land issues.
- Supports site readiness prior to construction commencement.
- Assists with preparation of monthly and/or other reports as required.
- 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.
- Identifies and reports legal issues of concern, often in situations of high risk and assists with development of legal strategies and solutions.

- 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.
- Takes action as necessary where there appears to be non-conformance to the terms and conditions of the contract.
- 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 ensure 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.