

## **CAREER OPPORTUNITIES**

Applications are invited from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Senior Assistant Attorney General (JLG/LO 5), Legal Services Unit** in the Ministry of Labour and Social Security, in salary range \$4,106,187 – 4,880,966 per annum and any allowance(s) attached to the post.

### **Senior Assistant Attorney General**

#### **JOB PURPOSE**

Under the general direction of the Permanent Secretary with technical oversight from the assigned Deputy Solicitor-General in the Attorney-General's Chambers (Headquarters), the Head of Legal Services coordinates the legislation programme as well as serves as Chief Legal Counsel for the Ministry and provides legal support to its Departments and Agencies, in order to assist the entities to achieve their strategic objectives.

The Head of Legal Services is responsible for the day to day operations of the Legal Service Unit. Instructions on the legal priorities of the Ministry as well as oversight of the work of the Legal Services Unit are the responsibility of the Permanent Secretary.

#### **KEY OUTPUTS**

- Quarterly and Annual Legislation Programme
- Legal advice, Opinions, Briefs
- Legal Representation
- Contracts, Memoranda of Understanding and other Commercial Agreements
- Cabinet Submissions
- Draft Legislation and Ministerial Orders
- Drafting Instructions
- Reports and Briefs
- Quarterly and Annual Reports
- Individual and Unit Workplans
- Unit Operational Plan and Budget
- Staff Appraisal and Coaching

#### **KEY RESPONSIBILITIES AREAS**

##### **Management and Administrative**

- Prepares the Unit's Operational Plan and budget ensuring their alignment with the strategic objectives and priority programmes of the Ministry;
- Prepares and presents the Ministry's Quarterly and Annual Legislation Programme ensuring all priority Bills are adequately represented; monitors progress of the implementation of the programme and submits updates to the Permanent Secretary and the Cabinet Office as required;
- Provides legal advice to the Permanent Secretary; Departments and Agencies within the portfolio purview of the Ministry; and other relevant personnel;
- Develops, implements and maintains policies and procedures to guide the operations of the Unit;
- Prepares technical Briefs for the Minister as required;
- Participates and submits performance and other reports as required and ensures timely submission of all documents/information requested from the Unit;
- Attends meetings, conferences, seminars on matters relating to the Ministry, its Agencies and Departments.
- Keeps abreast of international conventions related to the Ministry's activities and interprets and advises on its implications.

## **Technical**

- Conducts a range of complex legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its entities;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its entities;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Attends sittings of Parliament including Committees of Parliament, and provides clarification on Bills as required;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects;
- Drafts or reviews Agreements, Contracts, Memoranda of Understanding and other commercial documents;
- Prepares legal briefs to the Solicitor-General through the Permanent Secretary to support the escalation of nuance or highly complex legal matters or matters of national importance;
- Prepares briefs to the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Reviews material to be provided by the Ministry in response to queries by the Integrity Commission, Requests under the ATI<sup>1</sup> Act, and other appeals;
- Serves as Instructing Counsel on matters being pursued by the Director of State Proceedings on behalf of the Ministry and its entities and assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation;
- Follows up and provides updates on legal matters and attend hearings on behalf of the Ministry;
- Prepares Orders for signature of the Minister, ensuring all necessary/required consultations and Cabinet Submissions are done and coordinates the Gazetting of the Orders;
- Reviews International Agreements in consultation with the Ministry with responsibility for Foreign Affairs and reviews draft Cabinet Submissions seeking approval for ratification;
- Reviews and advise on legal implications of internal policies and procedures;
- Represent the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Remains current on GOJ policies/initiatives in an effort to add value and inform decision-making;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives;
- Performs such other related legal services as may be determined by the Permanent Secretary and the assigned Deputy Solicitor-General and from time-to-time.

## **Human Resource Management**

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends measures to improve performance and/or attaining established personal and/or organizational goals;

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<sup>1</sup> ATI – Access to Information Act

- Participates in the recruitment of staff for the Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures;
- In collaboration with the Human Resource Department, develops and implements a succession planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures that the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and Ministry's goals.

## **PERFORMANCE STANDARDS**

- Established Unit and personal target area achieved;
- The Unit's Operational Plan is completed within the agreed timeframe and supports the strategic objectives of the Ministry;
- The Annual Legislation Programme is comprehensive and well presented. Adequate monitoring mechanism is in place and reports submitted to the Permanent Secretary and the Cabinet Office within agreed timeframe;
- Legal opinions/advice, briefs are provided within agreed timeframes, are sound and reflect thorough research;
- Ministerial Orders meet the requirements of the client and are submitted within the agreed timeframe;
- Draft Contracts and other legal documents are comprehensive and conform with related laws and government policies;
- Feedback on Cabinet Submissions are provided within agreed timeframe and include all critical elements of the Submissions and are technically accurate;
- High ethical standards are maintained in the conduct of professional and personal business;
- Reports are accurate and submitted within established timeframe.

## **REQUIRED COMPETENCIES**

### **Core**

- Excellent interpersonal and teambuilding skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### **Technical**

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of Public Law and Public International Law;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the Ministry and its Departments and Agencies;
- Excellent knowledge of the legal system and the legal framework of Government;

- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the Ministry;
- Excellent written and verbal communication including presentation skills and the ability to communicate legal information in a manner which can be understood by decision makers and users;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience;
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor of Laws Degree
- Legal Education Certificate
- At least eight (8) years' experience as a practicing Attorney in the private or public sector, at least three (3) years of which should be in the public sector.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Extended hours may be required to meet project deadlines
- Ability to travel overseas and locally on work related business
- Ability to work under pressure

#### **AUTHORITY**

- Recommends disciplinary action in keeping with human resources policies and procedures
- Recommends leave
- Recommends staffing arrangements