



**MINISTRY OF JUSTICE**  
**Ministry of Labour and Social Security**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Assistant Attorney-General – LSU
<b>JOB GRADE:</b>	JLG/LO 4
<b>POST NUMBER</b>	5503
<b>DEPARTMENT:</b>	<b>LEGAL SERVICES UNIT</b>
<b>REPORTS TO:</b>	Senior Assistant Attorney-General JLG/LO5
<b>MANAGES:</b>	<b>ASSISTANT CROWN COUNSEL JLG/LO2 &amp; LEGAL SECRETARY</b>

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Head of Department/Division Date

\_\_\_\_\_  
Date received in Human Resource Division Date Created/revised

## **1. STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION***(in which the position is located):*

**To provide legal support necessary for the implementation of the Ministry's policies/programmes.**

## **2. JOB PURPOSE**

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Attorney-General provides advice and guidance on a range of legal matters to support the work of the Minister, Minister of State and Permanent Secretary in the strategic management of the Ministry of Labour and Social Security.

## **3. KEY OUTPUTS**

- Complex legal research conducted and legal advice, opinions and reports provided
- Complex legal documents prepared
- Cabinet Submissions prepared and/or reviewed,
- Drafting Instructions prepared and issued
- Draft Bills reviewed and comments provided
- Staff coached
- Individual workplan developed

## **4. KEY RESPONSIBILITY AREAS**

### **Technical/Professional Responsibilities**

- 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 subjects;
- Prepares written opinions and advice on a range of complex legal matters impacting the Ministry and its subjects
- 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 the Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation and review of Bills that are to be tabled in the Houses of Parliament and provide legal support in the preparation of the Minister's Briefs;
- Prepares, reviews and amends legal documents or instruments required by the Ministry and its subjects

- Drafts or reviews Agreements, Contracts and Memoranda of Understanding;
- Prepares legal briefs for the review of the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant Attorney General for the attention of the Legal Reform Department or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Prepare legal briefs for the review of the Senior Assistant Attorney General for guidance from the Office of the Director of Public Prosecutions on the initiating of criminal proceedings in the courts in relation to the breach of legislation administered by the Ministry;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Assists with defending the Bills before the Legislation Committee of Cabinet;
- Liaises with the Clerk of the House of Parliament in relation to matters to be tabled or debated in Parliament involving legislation relating to the Ministry's policies and programmes;
- Liaises with the Jamaica Printing Services in relation to the printing and gazetting of documents and legislation that affect the work of the Ministry
- Reviews work assignments undertaken by junior counsel and advise on areas that needs to be amended before dispatch;
- Initiates proceedings in the Parish Courts against employers who breaches the National Insurance Act
- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advises on legal implications of internal policies and procedures;
- Provides legal advice to the Ministry on all areas of law
- Represents the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- Recommends remedies to rectify identified deficiencies and breaches;
- 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.

### **Management/Administrative Responsibilities**

- Contributes to the development of the Ministry's Strategic and Operational Plan and Budget;
- Ensures that the Unit's work is carried out in accordance with agreed timelines and that the Unit's targets are achieved;
- Supervises the work of direct reports;
- Develops Individual Work Plans based on alignment to the Unit's Plan;
- Participates in meetings, seminars, workshops and conferences as required;

- Prepares reports and project documents as required;
- Prepares and delivers legal presentations as needed.

### **Human Resources Responsibilities**

- Participates in the evaluation and monitoring of staff performance and implements appropriate strategies;
- Participates in the coordination of work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the LSU to ensure adequate staff capacity;
- Participates in preparation and implementation of presentations on role of Division/Unit for the Orientation/On boarding programme;
- Contributes and maintains a harmonious working environment.

### **Other Responsibilities**

- Performs all other related duties and functions as may be required from time to time by Senior Assistant Attorney-General and respective senior executives in the ministry.

## **5. PERFORMANCE STANDARDS**

- Complex legal research and provision of legal advice, opinions and reports conducted and provided according to evidence-based legal methodologies and agreed timeframes;
- Complex legal documents prepared in keeping with agreed standards and timeframes;
- Cabinet Submissions and drafting instructions prepared in the agreed timeframes;
- Cabinet Submissions and draft Bills reviewed, and comments provided that accords with legal principles and practices, rule of law and completed in the agreed timeframes;
- Legal advice provided that accords with legal principles and practices, rule of law and agreed timeframes;
- Work Plans are prepared in accordance with established format and timeframes;
- Staff coached in keeping with agreed standards and timeframes;
- Confidentiality, integrity and sensitivity displayed in the execution of duties.

## **6. INTERNAL AND EXTERNAL CONTACTS**

**Internal Contacts** (required for the achievement of the position objectives)

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Senior Assistant Attorney-General	<ul style="list-style-type: none"> <li>• Provide and receive legal services advice and support;</li> </ul>

Contact (Title)	Purpose of Communication
Legal Colleagues	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Influence others in the achievement of set objectives</li> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>
Senior Executives/Management	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships</li> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>
General staff	<ul style="list-style-type: none"> <li>• Providing/requesting information</li> </ul>

### External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Heads of MDAs	<ul style="list-style-type: none"> <li>• Provide legal services, advice and support on legal matters;</li> <li>• Seek and evaluate stakeholder satisfaction with the quality of legal, regulatory and compliance advice and support;</li> <li>• Ensure that the Ministry's strategic interests are advanced by maintaining effective, collaborative relationships and partnerships.</li> </ul>
Legal Partners & Associations	<ul style="list-style-type: none"> <li>• Establish effective high level networks with Legal Services of other allied entity and with similar organisations across other jurisdictions to enable performance benchmarking, monitor industry trends, maintain currency, and collaborate on common responses to emerging and future issues.</li> </ul>
Office of Chief Parliamentary Counsel	<ul style="list-style-type: none"> <li>• Requesting comments on draft Cabinet Submissions;</li> <li>• Receiving and reviewing Draft legislation;</li> <li>• Co-ordinating communication on Draft legislation in development between CPC and the relevant Divisions, Departments and agencies of the Ministry;</li> <li>• Preparing, collating and submitting comments on drafts legislation in development.</li> </ul>
Legal Reform Department	<ul style="list-style-type: none"> <li>• Requesting comments on draft Cabinet Submissions;</li> <li>• Collaborating on matters relating to law reform matters.</li> </ul>

Contact (Title)	Purpose of Communication
Law Firms	<ul style="list-style-type: none"> <li>• Liaise on matters related to the MDAs.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>• Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

## 7. AUTHORITY

- Settle legal opinions under guidance of the Senior Assistant Attorney-General.

## 8. REQUIRED COMPETENCIES

### Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing 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 including labour and social security legislation and the broad field of public law;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and Ministry;
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the GOJ;
- 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;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Good organisational and personal leadership: the ability to orchestrate strategic outcomes; the ability to lead collaboratively and manage significant change in large and complex organisations; the ability to manage and engage high performing top teams that deliver within a budget, in a complex environment;

- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

#### **9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Six (6) years progressive experience at the Bar.

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

- Work will be conducted in an office outfitted with standard office equipment and specialized software, with the possibility of being able to work off-site with appropriate approvals.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Extended hours may be required to meet deadlines.
- May be required to travel locally and internationally on work related matters.