

**Personnel Department
Job Evaluation Exercise for the Judicial & Legal Service**

Job Description: State Counsel III, Ministry of National Security

JOB TITLE: State Counsel III
MINISTRY/ DEPARTMENT: Ministry of National Security
REPORTS TO (JOB TITLE): Permanent Secretary
SUPERVISES: N/A
APPROVED BY:
ISSUE DATE: 19th December 2008

POSITION PURPOSE:

Under the direction of the Permanent Secretary the incumbent is required to provide legal advice on issues/matters affecting the operations of the Ministry of National Security. The incumbent also assists in the formulation of policies for the Ministry of National Security within the limits of the law.

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MAJOR DUTIES & RESPONSIBILITIES:

Advisory: (40%)

1. Provides legal opinions and advice on issues related to the operations of the Ministry of National Security including interpretation of various pieces of related legislation such as, Immigration Act, Police Service Act, Industrial Relations Act, Workman's Compensation etc.
2. Advises on the interpretation of rights and obligation of parties to contracts, industrial and commercial agreements, clauses in deeds of conveyance, memoranda of understanding and treaties.

Legal (40%)

1. Prepares legal briefs, initial draft of amendments and supporting regulations relating to the responsibilities of the Ministry.
2. Examines international laws and local legislation pertinent to areas that may impact on the work of the Ministry and makes recommendations for amendments to existing laws and the creation of new laws where necessary.
3. Represents the Ministry by presenting oral and written legal submissions to the Public Service Disciplinary Tribunal in disciplinary matters involving employees.
4. Prepares draft notes for Cabinet on legal matters.
5. Prepares speaking notes and brief for the Minister of National Security on bills before Parliament or any other legal issues relating to National Security as requested by the Minister.
6. Attends Parliament to provide information and clarification to the Minister during Parliamentary Debates on legislation piloted by the Ministry of National Security.

Contracts (10%)

1. Drafts or reviews Commercial Documents, Agreements, Memoranda of Understanding, Contracts and other related documents by researching, examining precedents relating to the specific nature of the document.
2. Participates in the negotiation process on issues relating to contractual arrangements and agreements with private companies and the Ministry of National Security by providing legal advice.

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MAJOR DUTIES & RESPONSIBILITIES continued

Meetings (10 %)

1. Represents the Ministry at Committees, International Conferences and seminars.
2. Participates in Legislative Review Committee (LRC) meetings by providing justification for proposed Bills, in order to finalize said Bill before it is laid in Parliament.

Performs related work as may be required

SUPERVISORY RESPONSIBILITIES

Not Applicable

ACCOUNTABILITY:

Is accountable to the Permanent Secretary.

KEY CONTACTS:

INTERNAL

Ministry of National Security – Advisory

Ministerial Committees

Prisons Services Division

Defence Force

Forensic Science Centre

Fire Service

Police Service

Special Anti Crime Unit of Trinidad and Tobago


Police Complaints Authority

Intelligence Agencies (such as Strategic Services Agencies)

Immigration Division

Office of Disaster Preparedness & Management

Divisional Heads



Consultative and Advisory

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EXTERNAL

Ministry of the Attorney General – provision of legal opinions and support services re litigation matters pertaining to the Ministry.

Chief State Solicitor – submission of contracts/leases for approval and to seek legal advice

Solicitor General-submission of legal opinions for approval and to seek legal advice.

Chief Parliamentary Counsel – Consultative and Advisory

Public Service Commissions – Consultative and Advisory

Police Service Commissions – Consultative and Advisory

Other Ministries – to retrieve and provide information, consultation and advice on the impact of certain legislation or policy on the particular Ministry.

Ministry of the Attorney General Law Library – Consultative (sourcing information, research, copies of laws, etc.)

Solicitor General’s Department – Consultative (sourcing information, research etc.)

Cabinet – submission of notes

State Agencies (e.g. N.A.L.I.S & Environmental Management Authority) – advisory/consultative re contracts, legislation, Memoranda of Understanding.

International Organizations (e.g. International Organization for Migration) – advisory/consultative re contracts and legislation.

Members of the Public – Provision of information

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications: LLB and an LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Minimum experience: Six (6) years post qualification experience in legal work of which 2 (two) years should be in the Judicial and Legal Service.

Considerable knowledge of Laws of Trinidad & Tobago

Considerable knowledge of legal principles, practices and proceedings

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS (continued)

Knowledge of criminal practice and procedures
Considerable knowledge of Government procedures and practices
Considerable advocacy skills
Knowledge of legal reference authorities
Knowledge of Court procedures and Practices
Considerable interpersonal skills
Considerable communication skills both written and oral
Considerable analytical and reasoning skills
Considerable negotiation skills
Considerable human relations skills
Good legal drafting skills
Good computer skills

WORKING CONDITIONS & ENVIRONMENT

Long working hours
Large volume of work