

Personnel Department
Job Evaluation Exercise for the Judicial & Legal Service

Job Description: Senior State Counsel, Planning and Development

JOB TITLE: Senior State Counsel

**MINISTRY/
DEPARTMENT:** Ministry of Planning and Development

REPORTS TO (JOB TITLE): Permanent Secretary

SUPERVISES: Two (2) State Counsel II
One (1) Clerk/Stenographer I/II

APPROVED BY:

ISSUE DATE: August 15, 2006

POSITION PURPOSE

Under the direction of the Permanent Secretary the incumbent is required to plan, organize and direct all activities of the Legal Unit in the Ministry. Work includes performing complex legal work and supervising junior legal officers. The incumbent is also required to advise on certain aspects of civil and criminal law proceedings and assist in the formulation of policies of the Ministry within the limits of the law.

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MAJOR DUTIES & RESPONSIBILITIES

Advisory (52%)

1. Provides legal advice to the Permanent Secretary on issues affecting the operations of the Ministry.
2. Investigates and advises on breaches of laws, regulations and agreements pertaining to and impacting on the responsibilities of the Ministry.
3. Examines international laws pertinent to areas such as freedom of information and population statistics and makes recommendations for amendments to existing laws and the creation of new laws where necessary.

Legal (35%)

1. Conducts legal research and prepares legal briefs to legislation.
2. Reviews existing legislation and makes recommendation for amendments in collaboration with the office of the Attorney General and the Ministry of Legal Affairs.
3. Drafts initial amendments to laws, regulations, subsidiary Legislation and other legal instruments.
4. Prepares and/or supervises the preparation of briefs in cases of appeals against the Ministry's decisions and actions.
5. Prepares and/or vets papers, Cabinet Notes, reports and other documents relative to the legal aspects of issues under the Ministry.
6. Acts as prosecutor when necessary.

Administration (10%)

1. Plans, directs and co-ordinates the activities of the Legal Unit at the Ministry.
2. Directs and supervises the legal work of the junior attorneys.

Meeting (3%)

1. Attends local and international, conferences and other legal fora and provides legal advice as required.

Performs any other related duties that is required

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SUPERVISORY RESPONSIBILITIES

Direct – State Counsel II

Clerk Stenographer

Training Responsibility- involves advice, information and guidance on specialized matters. Gives instructions in regard to procedures.

ACCOUNTABILITY

Is accountable to the Permanent Secretary.

KEY CONTACTS:

INTERNAL

Ministry of Planning and Development	} advisory
Permanent Secretary	
Divisional Heads	

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KEY CONTACTS (Continued)

EXTERNAL

Attorney General- to seek and provide information

Private Attorneys-to retrieve information

Public Complainants-advisory and who are

Public Sector Agencies

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 experience in legal work of which 3 years should be in the area of Planning and Development.

Thorough knowledge of the Laws of Trinidad & Tobago

Thorough knowledge of court procedures and of the rules of evidence

Thorough knowledge of legal principles, practices and proceedings

Thorough knowledge of Government procedures and practices

Thorough knowledge of the principles, methods, materials, practices and references utilized in legal research

Considerable advocacy skills

Considerable drafting skills

Considerable interpersonal skills

Considerable communication skills both written and oral

Considerable management and supervisory skills

Considerable legal research skills

Considerable analytical and reasoning skills

Good negotiation skills

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS (Continued)

Considerable human relations skills

Basic computer skills

WORKING CONDITIONS & ENVIRONMENT

Long working hours

Large volume of work