

CAREER OPPORTUNITIES

Applications are invited from suitably qualified officers in their Ministries/Departments/Agencies to fill the post of **Assistant Crown Counsel (JLG/LO 2), Legal Services Unit** in the Ministry of Labour and Social Security, in salary range \$2,372,868 – 2,820,594 per annum and any allowance(s) attached to the post.

ASSISTANT CROWN COUNSEL

JOB PURPOSE

Under the general direction and management of the Senior Assistant Attorney General, the Assistant Crown Counsel assists with the provision of advice and guidance on a range of legal matters to support the work of Ministers and Cabinet/Financial/Permanent Secretary in the strategic management of a discrete ministry.

KEY OUTPUTS

- Legal advice, opinions and reports researched and drafted
- Assistance in drafting, reviewing and preparation of legal documents provided
- Cabinet Submissions and draft Bills reviewed, and comments provided
- Legal files and documentation managed
- Individual workplan developed

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Researches and drafts legal advice and opinions on laws/regulations, proposed policies, programmes and general issues of the ministry and its subjects;
- Assists in the drafting, review or preparation of contracts, agreements or Memoranda of Understanding;
- Reviews, undertakes additional research and prepares draft comments on Cabinet Submissions that are submitted to the Ministry for comment;
- Prepares correspondence, participate in meetings, respond to queries and generally assist the Senior Legal Officers in relation to matters of cooperation between legal units in various Ministry's, Departments and Agencies;
- Researches and provides written or oral briefs to key stakeholder in the ministry on relevant legal aspects of policy or comparative legal positions in other relevant jurisdictions to assist in policy or legislative development;
- Assists in organizing meetings of the Ministry's Legislative Committee;
- Manages the maintenance of the records and minutes of such meetings and the dissemination of the minutes to Committee members;
- Follows-up with Committee members from the various Divisions and Departments/subjects of the Ministry to gather and collate the legislative items for action;
- Assists in the management and updating of the files relating to items on the annual Legislative Programme and preparing the quarterly updates on the progress made in the Programme.

- Drafts or vets legal documentations to be used for official purposes;
- 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

- Develops Individual Work Plans based on alignment to the Division'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 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.

PERFORMANCE STANDARDS

- Legal advice, opinions and reports researched and drafted according to evidence-based legal methodologies and agreed timeframes;
- Assistance in drafting, reviewing and preparation of legal documents provided in keeping with agreed standards and timeframes;
- Cabinet Submissions and draft Bills reviewed, and comments provided accords with legal principles and practices, as well completed in the agreed timeframes;
- Legal files and documentation managed in accordance with agreed standards and timeframes;
- Individual workplan developed in accordance with agreed standards, formats and timeframes;
- Confidentiality, integrity and sensitivity displayed in the execution of duties.

AUTHORITY

- N/A

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

- Good legal research and analytical skills;
- Good knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Good knowledge of the English 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 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;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor of Laws (LLB);
- Legal Education Certificate;

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. 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. May be required to travel locally and internationally to attend conferences, seminars and meetings.