



## **SENIOR DIRECTOR, LEGAL SERVICES (LEVEL 8) (1 YEAR CONTRACT)**

**Basic Salary: \$6,333,301.00 per annum.**

### **JOB PURPOSE:**

The incumbent is responsible for the provision of legal advice and representation to the Agency and assist in the overall management of the Legal Services Branch.

### **Key Outputs:**

- Legal opinions and research papers provided;
- Contracts, Memoranda of Understanding, Leases and other legal instruments thoroughly vetted and prepared;
- Enforcement case files reviewed;
- Prosecution of offences under the Forest Act and Forest Regulations, 2001 conducted;
- Cabinet submissions and Drafting Instructions prepared;
- Instructions to Attorney General's Chambers provided and advice disseminated;
- Database of legal information, precedents and prior advice relevant to Agency developed and maintained;
- Issues and discussion papers developed and presented;
- Training sessions conducted;
- Applications for licences and / or permits thoroughly vetted;

### **Key Responsibility Areas:**

#### ***Management/ Administrative Responsibilities***

- Contributes to the Agency's Corporate, Operational and Strategic Plans;
- Formulates long-term strategies, objectives and policies for the Legal Services Branch in support of the Agency's mandate;
- Represents the Agency at local and regional meetings, conferences and other fora as required;
- Addresses technical and administrative problems arising out of the work of the Branch;
- Provides assistance or advice to the CEO on legal matters;
- Participate in seminars and training programmes to educate enforcement officers of the Agency and other Government Agencies;
- Acts a liaison between the Agency and other legal departments such as Offices of the Director of Public Prosecution, Attorney General's Chambers, Legal Reform Division and the Office of the Chief Parliamentary Counsel;

#### **Technical/Professional Responsibilities**

- Undertakes legal research to assist with the interpretation and application of the law to a variety of legal scenarios and cases;
- Reviews legal notices and description of land to be declared under the Forest Act;
- Ensures that notices for gazetting are prepared and published;
- Prepares legal documents to facilitate the transfer of land and other transactions relevant to the Agency's mandate;
- Responds to Access to Information requests within prescribed legislative timeframe;
- Analyses and formulate legal strategies for the prosecution of offences under the Forest Act, Forest Regulations, 2001 or other legislation;
- Advises the Agency on legal decisions pertaining to its functions
- Research and advise the personnel of the Legal and Forest Enforcement Services Division on legal issues and questions related to environmental law, compliance as well as other legal matters;
- Advises on the negotiation of settlements on behalf of the Agency;
- Participates in the preparation of Cabinet Submissions to facilitate the amendments of forestry legislation;

- Represents the Agency in Court and other tribunals as necessary;
- Reviews investigation reports and advises the Senior Director, Enforcement Branch, on enforcement matters and other legal issues;
- Prepares case briefs for submission to the Director of Public Prosecutions/Attorney General's Chambers;
- Drafts and reviews legal documents including contracts, leases and memoranda of understanding;
- Provides advice on contracts and tender documents to ensure compliance with the Procurement Act and Procurement guidelines;
- Provides training to staff of the Agency and other relevant organizations in enforcement and compliance, contract negotiations and service level agreements to ensure full competence to undertake the tasks assigned;
- Reviews applications in respect of permits and licences to ensure compliance with all legal requirements;
- Drafts and reviews conditions of permits and licences;
- Conducts legal research and prepares legal opinions for the CEO and Portfolio Minister;
- Provides legal advice to government ministries and agencies regarding forestry related matters;
- Reviews information submitted by Enforcement Officers and Investigators and recommends/implements action in keeping with the guidelines and regulations of the Agency;
- Conducts site visits and collaborates with other divisions and public sector agencies where necessary;
- Prepares and submits technical reports to relevant personnel as required;

#### **PERFORMANCE STANDARDS:**

- Key deliverables are produced within agreed timeframes to required standards;
- Sound legal advice is provided to relevant personnel in a timely manner;
- Accurate and authoritative responses are provided to questions and requests to prepare documentation;
- Guidelines on novel or potential issues are proactively circulated to relevant staff;
- Research papers are provided to develop drafting instructions to the Chief Parliamentary Counsel;
- Cabinet submissions are prepared providing clear justifications for desired policy or legislation;
- Database is developed and maintained of legal information, precedents and prior advice relevant to the Agency;
- Permit and Licence application processes are completed in a timely manner;
- Specialised training is developed and executed according to desired standards and within agreed timeframes;
- Confidentiality, integrity, professionalism and decorum are displayed in the execution of duties;

#### **Required Competencies:**

##### **Technical**

- Experience and a proven track record in environment/forestry legal issues;
- Experience in criminal and civil litigation;
- Excellent knowledge of the English Legal System and the Legal Framework of Government
- An ability to analyse and interpret information;
- Proficiency in relevant software applications, in particular information databases, internet/intranet services, library sources;
- Working knowledge in the use of office productivity tools; and
- Good knowledge of public sector laws, rules and guidelines.

##### **Behavioural**

- Excellent problem solving and analytic skills;
- Excellent communication skills (spoken, written and presentational);
- Ability to present difficult issues and positions with clarity;

- Excellent interpersonal and team management skills;
- Strong personal and professional integrity;
- Strong leadership skills;
- Ability to work under pressure and meet tight deadlines;
- Excellent customer orientation skills;
- Ability to work effectively with internal and external stakeholders;
- Ability to build partnerships in achieving operational goals;
- Proficiency in the use of relevant computer applications.

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor of Laws (LLB) Degree is required;
- Certificate in Legal Education is required;
- Five (5) years' working experience in environmental law or a related field is required;
- Master of Laws or other post graduate qualification in environmental law or related field is a distinct asset;
- Experience in Criminal and/or Civil Litigation is an asset;
- Experience in Conveyancing is an asset;
- Sound knowledge and experience in Employment Law, International Law, Administrative Law, Arbitration and Negotiation Techniques, Legal Drafting and/or Company Law are desirable.

**OR**

- Any other acceptable combination of academic qualifications and experience

Applications along with résumés should be submitted no later than **Friday, November 15, 2024 to:**

Senior Director,  
Human Resource Management & Development  
Forestry Department  
173 Constant Spring Road  
Kingston 8  
Email: [hrmd.fd@gmail.com](mailto:hrmd.fd@gmail.com)

*We thank all persons who express an interest; however, only short-listed applicants will be contacted.*