



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Deputy Director
Job Grade	JLG LO 4
Post Number	
Unit	Legal Services
Division	
Reports To:	Permanent Secretary
Direct Reports	Senior Legal Officer (JLG/LO 3); Legal Officer (JLG/LO 2); Secretary (OPS/SS 3)
Indirect Reports	

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

A. JOB PURPOSE STATEMENT (reason for job existing)

Supports the delivery of legislative outputs within the Ministry's portfolio; to provide and/or obtain legal advice to assist Ministry officials in decision making in support of Ministry objectives; to assist the Ministry to obtain successful outcomes in litigation for or against the Government in respect of matters within the Ministry's portfolio; to assist the Minister to prepare for events/developments with potential legal consequences

B. KEY OUTPUTS

- Legal research papers provided to assist in developing policy for legislative reform
- Legal research papers provided to develop instructions for Parliamentary Counsel for the Honourable Minister and the Permanent Secretary
- Cabinet submissions for permission to give drafting instructions prepared
- Cabinet Notes for submission to the Houses of Parliament prepared
- Submissions of presentation of Bills to the Legislation Committee prepared
- Instructions to Parliamentary Counsel provided
- Minister's briefs provided
- Instructions to Attorney General's Department provided
- Legal Opinions and advice provided
- Performance Reviews completed
- Meetings attended
- Membership on Committees

C. KEY RESPONSIBILITY AREAS

Technical /Professional Responsibility Areas

- Conducts extensive legal research and analysis and prepares or assists in the preparation of drafts of background papers, studies, reports, comparative analysis, briefs, Cabinet Submissions and correspondence dealing with legal aspects of Jamaican Laws
- Collects information and comparative legislation relevant to developing policy decisions and eventual drafting instructions for legislation within the Ministry's portfolio
- Instructs Parliamentary Counsel re principal and subsidiary legislation
- Prepares Legislation Committee Submissions and Briefs for Minister and Leader of Government Business in the Senate on principal and subsidiary legislation introduced in Parliament
- Obtains advice of Attorney General's Department and/or Legal Reform Division of Ministry of Justice regarding legislation proposals
- Obtains advice of the Attorney General's Department generally
- Vets Cabinet Submissions prepared by other Divisions/Units and provide feedback to respective personnel before submission is made to Cabinet

- Advises Ministry officials on minor legal issues not warranting further advice from the Attorney General's department and/or in respect of matters of a type on which prior advice has been obtained from the Attorney General's Department
- Drafts some contracts for procurement of goods and services for the Ministry
- Participates in negotiations as required and drafts or peruses employment, engagement and other relevant contracts on behalf of the Ministry, its Departments and Agencies and ensures conformity with the related laws and policies and the interest of the Ministry
- Monitor events involving Ministry departments and agencies with potential major legal consequences for the Government and alert Permanent Secretary
- Provides legal technical advice in the execution of duties
- Assists in identifying legal issues and potential solutions related to proposed policy decisions
- Assists Ministry officials in interpretation/application of laws, regulations and rules relevant to Ministry operations

Managerial/Administrative Responsibility Areas

- Assist in creating an effective team within the unit to achieve the unit's objectives and targets
- Assist in providing day to day leadership and direction in the development and continual performance improvement of the unit and oversees and manages the unit's activities and operations
- Provides liaison between the Ministry and other legal departments such as Attorney-General's Chambers, the Office of the Chief Parliamentary Counsel, the Legal Reform Department and the Office of the Director of Public Prosecution, of the Ministry of Justice and legal Departments of other Ministries, Departments and Agencies in respect of activities affecting the Ministry's outputs
- Sits on various committees established within the Ministry or to which the Ministry is to be represented, as directed, to ensure that legal opinions and oversights are provided
- Attends meetings, conferences, seminars on matters relating to the Ministry
- Performs any other duties that may be assigned by the Chief Technical Director or the Permanent Secretary and which may be deemed to fall within the remit of the post

Human Resource Responsibility Areas

- Identifies supervisory skills amongst staff and motivates staff for upward mobility and development
- Provides leadership to staff through effective objective setting and coaching

OTHER DUTIES

Performs other related duties from time to time

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D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Quality legal policy advice provided in a timely manner
- Drafting instructions are clearly defined and unambiguous
- Legislative proposals are consistent with Human Rights conventions
- Cabinet Submissions prepared in a timely manner
- Well researched, analysed and considered legal advice provided in a timely manner
- Confidentiality, integrity, professionalism and decorum are displayed in the execution of duties
- Legal briefs are provided within agreed timeframes and supports the strategic objectives of the Ministry
- Contracts reviewed/developed are comprehensive and conform to relevant laws, government policies, guidelines
- Confidentiality, integrity and high ethical standards are maintained in the conduct of professional and personal business

E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Problem Solving and Decision Making	
Integrity		Analytical Thinking	
Team Work & Cooperation		Planning and Organising	
Initiative		Leadership	
Compliance		Managing External Relationships	
Time Management		Goal/Result Oriented	
Interpersonal			
Adaptability			
Customer and Quality Focus			

III. Key Competencies	level
Excellent Research skills	
Ability to work effectively with Ministry Departments and Agencies	
Ability to extract timely information from other Ministries and Government departments relevant to the Ministry's activities	
Ability to write clearly and succinctly on a range of complex legal policy issues	
Critical Reasoning and Analytic Skills : <i>Analyzing and synthesizing information to understand issues, identify options, and support sound (evidence based) decision making.</i>	
Knowledge of legal and legislative principles and practice	
Experience in the development, implementation and evaluation of legislation	
Experience in writing and researching documents such as legislative proposals, Cabinet Submissions and Ministerial briefing notes	
Ability to effectively translate ideas, concepts and information into either written or verbal form	
Legislation, Policies, Procedures and Standards: <i>Understanding and using relevant legislation, policies, procedures and/or standards in performing one's work.</i>	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- **Specific knowledge (however acquired) required to start:**
 - Legal and ethical codes, court procedures, government regulations, framework, executive orders, agency rules, and the democratic political process and legislative process,
 - Contract drafting,
 - Government Procurement Procedures,
 - Staff Orders for the Public Service;
 - Public Service Regulations, 1961;
 - Financial Administration and Audit (FAA) Act;
 - The Public Bodies Management and Accountability act; The Corruption Act;
 - The Constitution of Jamaica;

- (b) Qualifications and Experience**

Attorney-at-Law with:

 - An L.L.B.
 - Legal Education Certificate from the Council of Legal Education
 - Five (5) years legal experience, preferably in the areas of Litigation, General Advice, Legislation & Constitutional Affairs and Commercial.

(C) Continuous Professional Development

- Evidence of continual professional development measures taken appropriate to strategic management and leadership

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working condition
- Willingness to work extended hours

H. AUTHORITY

- Make legal representation on behalf of the Ministry
- Issue drafting instructions
- Provide advice on legislative development and amendment
- Provide advice on legal implications for policies developed