



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

LEGAL OFFICER

Job Title:	Legal Officer	Department:	Chairman's Office
Reports To:	Corporate Secretary	Based At:	Head Office
Job Purpose: The incumbent is required to perform professional legal work. Duties include appearing in court, providing legal advice and opinions, and drafting legal documents on matters involving SWMCOL.			
Key Accountabilities and Responsibilities			
<ul style="list-style-type: none">• Attends court/tribunals and represents SWMCOL's interest as required.• Manages the litigation portfolio (including civil and industrial relations matters) by liaising with and briefing counsel and providing in-house support.• Drafts and/or reviews legal arguments in relation to court matters (submissions, evidence and arguments, pleadings).• Prepares monthly legal report on litigious or potentially litigious matters.• Maintains and updates a legal compliance report.• Manages and maintains company documents.• Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to SWMCOL's operations.• Drafts, review and advise on complex legal documents including contracts, leases and agreements.• Provides legal opinions and briefs in respect of complex legal issues.• Assists in planning, directing, coordinating and formulating legal policies and programmes of SWMCOL.• Conducts research and analysis, and reports on legal matters pertinent to SWMCOL's operations.• Ensures compliance with the Freedom of Information Act.• Ensures compliance with all legal and governmental regulations related to SWMCOL's operations.• Prepares Notes, briefs, memoranda, letters and other documents on legal matters.			



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- Participates in or conducts the review of existing legislation, rules and regulations related to SWMCOL's operations and recommends/drafts appropriate amendments.
- Represents the Unit on committees and meetings and other fora.
- Drafts and reviews Committee and Board Meeting Minutes, as and when required.
- Acts as Corporate Secretary, as and when required.
- Performs other related work, as may be required.

Qualification, Knowledge and or Experience:

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| <ul style="list-style-type: none"> • Minimum of 3-5 years' experience as a practicing Attorney at law. Experience working in-house will be considered an asset: • Bachelor of Laws Degree from a recognised institution. • Legal Education Certificate or equivalent from a recognised institution. • Admission to practice law in Trinidad and Tobago. | <ul style="list-style-type: none"> • Considerable knowledge of the Laws of Trinidad and Tobago. • Knowledge of the modern principles, practices and techniques of environmental management and commercial law • Knowledge of the legislation, rules and regulations pertaining to waste management. • Knowledge of legal drafting principles and practices. • Knowledge of legal research skills and techniques. • Proficiency in the use of Microsoft Office Suite. • Skill in the use of personal computers. • Skill in drafting legal documents/instruments. • Ability to use the internet for research purposes. • Ability to analyse and interpret laws and legal issues. • Ability to present and explain statements of fact and the law, and to argue clearly and logically, orally and in writing. • Ability to maintain confidentiality. • Ability to establish and maintain effective working relationships with fellow employees and members of the public. |
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