



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Crown Counsel
JOB GRADE:	GMG/SEG 1
POST NUMBER:	JLG/LO 3
DIVISION:	Legal Services Unit
REPORTS TO:	Senior Assistant Attorney-General
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

JOB PURPOSE

Under the general direction and management of the Senior Assistant Attorney General, the Crown Counsel provides advice and guidance on a range of legal matters to support the work of Minister and Permanent Secretary in the strategic management of the Ministry.

KEY OUTPUTS

- Legal research and provision of legal advice, opinions and reports conducted and provided;
- Legal documents prepared;
- Legal representation;
- Cabinet Submissions and draft Bills reviewed, and comments provided;
- Legal advice and Opinions;
- Individual workplan.

KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Conducts a range of legal research to provide legal guidance and support in furtherance of the mission critical functions of the Ministry and its subjects;
- Prepares written opinions and advice on a range of legal matters impacting the Ministry and its subjects;
- Provides legal support to the Ministry and its subjects in the preparation of Cabinet Submissions and Drafting Instructions in respect of items on the legislative programme;
- Provides legal support to Ministry during policy development in relation to matters to form part of the legislative programme;
- Assists in the preparation of Bills for tabling and provide legal support in the preparation of the Minister's Briefs;
- Prepares, assists, reviews and amends legal documents or instruments required by the Ministry and its subjects;

- Drafts or reviews Agreements, Contracts or Memoranda of Understanding;
- Prepares legal briefs to the Senior Assistant Attorney-General to support the escalation of nuance or highly complex legal matters or matters of national importance to obtain legal advice from the DSG;
- Prepares briefs for the review of the Senior Assistant AG for the attention of the Department of Legal Reform or the Office of the Chief Parliamentary Counsel requesting comments on draft Cabinet Submissions;
- Provides comments on draft Bills or draft policy papers submitted by other Ministries or Departments;
- Responds to queries or provide information as necessary or required;
- Assists in preparing, collating and executing Affidavits and other evidentiary matters in litigation involving the Ministry or its subjects;
- Follows-up and provides updates on legal matters and attends hearings on behalf of the Ministry;
- Reviews and advise on legal implications of internal policies and procedures;
- Provides legal advice to ministry on all areas of law;
- Represent the Ministry by participating on inter-ministerial committees or teams in relation to legislation or policy in which the Ministry has an interest;
- 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

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the Unit'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 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 research and provision of legal advice, opinions and reports conducted and provided according to evidence-based legal methodologies and agreed timeframes;
- Legal documents prepared 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 advice provided are supported by evidence, rule of law and agreed timeframes;
- Individual workplan developed in accordance with agreed standards, formats and timeframes;
- Confidentiality, integrity and sensitivity displayed in the execution of duties.
- Mutual respect displayed in the working environment at all times.

CONTACTS

Internal

Contact	Purpose of Communication
Senior Assistant Attorney General	Provide and receive legal services advice and support on Constitutional & Legislative Affairs/Commercial matters;
Legal Colleagues	Develop and maintain effective relationships Influence others in the achievement of set objectives; Collaborate on matters, exchange information, provide advice and seek feedback
Senior Executives/Management	Develop and maintain effective working relationships; Collaborate on matters, exchange information, provide advice and seek feedback
General staff	To obtain/share information

External

Contact (Title)	Purpose of Communication
Heads of MDAs	Provide legal services, advice and support on litigious legal and regulatory matters; Seek and evaluate stakeholder satisfaction with the quality of legal, regulatory and compliance advice and support; Ensure that the Agency's strategic interests are advanced by maintaining effective, collaborative relationships and partnerships.
Legal Partners & Associations	Establish effective high-level networks with Legal Services of other allied entity and with similar organisations across other jurisdictions to enable performance benchmarking, monitor industry trends, maintain currency, and collaborate on common responses to emerging and future issues.
Office of the Cabinet	Build and maintain strong relationships with key stakeholders to keep informed of Government's policy direction and contributing and sharing information to progress the aims of Government;

Contact (Title)	Purpose of Communication
	Advocate AGC's position on key legal and legislative policy, regulatory and compliance, and governance issues; Consult on policy and legislative developments and issues.
Office of Chief Parliamentary Counsel	Providing drafting instructions; Receiving and reviewing Draft Bills; Co-ordinating communication on Draft Bills in development between CPC and the relevant Divisions, Departments and agencies of the Ministry; Preparing, collating and submitting comments on drafts of Bills in development.
Law Firms	Provide and exchange information Liaise on key issues or identified risks or issues
Department of Legal Reform	Requesting comments on draft Cabinet Submissions and Draft Bills; Collaborating on Committees in relation to legislative development or action.
Integrity Commission	Represent GOJ's position in regulatory and compliance issues and investigations Liaise on regulatory and compliance issues Advocate on behalf of GOJ entities and staff as necessary
External Vendors/Service Providers and Consultants	Negotiate and approve significant contracts and service level agreements on behalf GOJ; Interact and engage with specialized legal services; Monitor and oversight the performance of legal services, including regular feedback to improve services
General Public	Collaborate on matters, exchange information, provide advice and seek feedback

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

- Excellent legal research and analytical skills;
- In-depth and extensive knowledge of the Laws of Jamaica and the broad field of law or practice relating to Constitutional and legislative Affairs;
- Highly developed knowledge of the mandate, objectives, strategies, policies, and environment of the AGC-HQ and assigned LSUs;
- Excellent knowledge of the English legal system and the legal framework of Government;
- 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;
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Energy and resilience; the personal capacity to see the bigger picture and be able to navigate obstacles, ambiguity and change;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project and associated legal software.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Three (3) years progressive experience at the Bar.

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.

AUTHORITY

- Develops legal opinions and guidance under the guidance of the Assistant AG.