



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	Director, Legal Services
<b>JOB GRADE:</b>	JLG/LO 5
<b>POST NUMBER:</b>	53618
<b>DIVISION/BRANCH:</b>	Legal Services Division
<b>SECTION/UNIT:</b>	N/A
<b>REPORTS TO:</b>	Permanent Secretary
<b>MANAGES:</b>	1 Senior Legal Officer, LO 4, 2 Legal Officer LO 3, 1 Paralegal Officer PLG/LS -----; 1 Administrator, GMG/AM 2, 1 Senior Secretary

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

\_\_\_\_\_

## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Permanent Secretary, the Director, Legal Services, directs and manages legal services within the Legal Services Division and provides legal expertise and support to the Ministry of Health and all organizations/agencies under its portfolio.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Legal and quasi-legal Opinions and Technical Advice provided;
- Legislation Programme managed;
- Legal documents, Policies, Reports, Briefs and correspondences reviewed and or drafted;
- Cabinet Submissions prepared and or reviewed;
- Court and other legal and quasi-legal proceedings (Tribunal and Disciplinary) attended;
- Meetings attended;
- Leadership and guidance to staff.

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative**

- Manages and supervises the work of the Division;
- Participates in the development of the Corporate Plan for the Ministry;
- Leads in the development and execution of the annual Strategic and Operational Plans for the Division;
- Oversees the preparation and management of the annual budget for the

Division;

- Participates and assists in the analysis and formulation, development and implementation of policies and projects for the Health Sector;
- Provides legal advice to the Minister of Health, Permanent Secretary and Senior Managers in the Ministry and its portfolio entities on the interpretation and application of laws and regulations impacting on the Health Sector;
- Represents the Ministry at local, regional and international meetings and conferences on matters with legal implications;
- Represents the Division at Senior Management meetings
- Prepares individual work plan;
- Contributes to the development of Work Plans for direct reports;
- Prepares and submits Divisional Reports.

**B.) Technical/Professional**

- Provides legal and quasi-legal advice and support to the Minister of Health, Permanent Secretary and senior managers of the Ministry, and its portfolio entities, on all matters, laws and regulations administered or otherwise impacting on the Health Sector, its policies and programmes;
- Provides legal and quasi- legal advice and support on areas of Public International Law including agreements and conventions which have implications for the Health Sector;
- Provides legal and quasi- legal advice on Public Law which has implications for the Health Sector;
- Collaborates with Senior Management in the determination of and manage the Ministry's Annual Legislative Programme;
- Researches, analyses and keep under review all matters, laws, legal developments/reform in Jamaica, the Commonwealth and international to strategically guide the legislative agenda for Health Reform and the policies and programmes of the Ministry, Departments and Agencies (MDA's);
- Conducts the negotiation, vetting/reviewing, drafting, and preparation of all Agreements, Cabinet Submissions, Policies and other legal documents and opinions which affect the work of the Ministry and its portfolio entities;

- Liaises with the Attorney General's Chambers on legal and quasi-legal matters affecting the Ministry's policies and programmes and matters affecting the MDAs where it is deemed necessary;
- Liaises with the Officer of the Director of Public Prosecutions in relation to rulings on case files and initiation of proceedings in the courts in relation to the breach of legislation administered by the MDA's;
- Liaises with and represent the Government on local committees, working groups, task forces and meetings of International, Regional and National organisations on matters affecting the MDAs;
- Liaises with and instruct the Clerk of Court in the conduct of proceedings in which the MDA's have an interest;
- Liaises with the Office of the Chief Parliament Counsel to negotiate the drafting of new and amending legislation;
- Liaises with the Jamaica Printing Services ensuring the timely printing and gazetting of legal matters and legislation that affect the work of the Ministry;
- Represents the Ministry in court, instructing and watch proceedings on matters affecting the Ministry and its portfolio entities;
- Represents, prepares and presents matters at Tribunals and disciplinary hearings on behalf of the Ministry and its portfolio entities;
- Acts as secretary to all health sector Tribunals.

### **C.) Human Resource Responsibilities**

- Ensures the development and welfare needs of staff are identified and addressed;
- Ensures that staff assignments and performance measures are clearly defined and communicated to staff;
- Monitors and evaluates the performance of staff and recommends corrective actions where necessary;
- Provides leadership and guidance to staff through effective planning, delegation, communication, training, mentoring and coaching, providing assistance and support, as needed.

- Identifies training/development needs of staff and makes recommendations as required;
  - Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Division's goals;
  - Fosters an atmosphere of trust, high ethical and confidential standard.
  - Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Division;
  - Recommends leave for staff in keeping with established Human Resource policies and procedures;
  - Participates in the recruitment of staff for the Division, recommends promotion;
  - Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
  - Conducts monthly and other ad hoc meetings with staff.
- D.) Other Responsibilities:**
- Performs other related duties that may from time to time be assigned by the Permanent Secretary.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Legal and quasi-legal Opinions and Technical Advice provided are technically sound and produced to the required standards (i.e. The Legal Profession Act, 1971 and the Standards of Professional Etiquette and Professional for Attorneys-at-Law pursuant to Section 12(7) of the Act.
- Annual Legislation Programme prepared and negotiated within established timeframe;
- Legal documents, Policies, Reports, Briefs and correspondences reviewed and or drafted are accurate, comprehensive and submitted within agreed timeframe and in the appropriate format;

- Cabinet Submissions are appropriately formulated and prepared in accordance with established guidelines;
- Court and other legal and quasi-legal proceedings (Tribunal and Disciplinary) attended as required and relevant and effective contribution made;
- Meetings attended as required;
- Leadership and guidance to staff provided as needed;
- Professionalism, confidentiality and integrity are exercised at all times;
- Objectives are consistently achieved.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Receive directives and obtain advice, work assignments and provide feedback
Senior Managers in the Ministry	To determine the Ministry's Annual Legislative Programme;
Chief Executive Officers /Senior Officers in Departments/Agencies	Obtain and provide information
Senior Officer's in the Regional Health Authorities	Obtain and provide information

### ii) External Contact

Contact	Purpose of Communication
Attorney General's Department	Review and ruling, legal advice and opinions on matters of law affecting the Ministry
Director of Public Prosecutions	Ruling on case files and initiation of proceedings
Resident Magistrate Courts/Clerk of Court	Instruction in the conduct of proceedings in which the ministry has an interest
Office of the Chief Parliamentary Counsel	To negotiate the process of drafting new legislation and amendments to existing

	legislations
Jamaica Printing Services	Printing and gazetting of documents and legislations
International, Regional and National organisations	Legal and quasi-legal health matters affecting the Ministry and its agencies

## 6. REQUIRED COMPETENCIES

### Core

- Excellent interpersonal skills;
- Excellent planning and organizing skills;
- Excellent time management skills;
- Excellent presentation, oral and written communication skills;
- Excellent skills in teamwork and cooperation;
- Excellent leadership and management skills;
- Excellent negotiation skills;
- Excellent integrity/ethics exercised in the performance of duties;
- Good analytical research, problem solving and decision making skills;
- Good People Management skills;
- Ability to exercise sound judgement and initiative;
- Customer and quality focus.

### Technical

- Knowledge of the Ministry's policies and procedures;
- Expert knowledge of Laws of Jamaica in particular Public Law (Constitutional ,Administrative and International Laws);

- Expert knowledge of Commercial Law and Law of Torts;
- Broad based knowledge of Legal reform in the Commonwealth and internationally;
- Proficiency in relevant computer applications (Microsoft Word, Excel and Power Point).

#### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Degree in Law (LL.B);
- Certificate in Legal Education (C.L.E.);
- Post Graduate Degree;
- Significant working experience as an Attorney-at-Law in the area of Governance for a minimum of ten (10) years.

#### **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours, whenever the need arises;
- Required to travel intra island and overseas;
- Required to work independently

#### **9. AUTHORITY TO:**

- Advise the Ministry and its portfolio entities.



- Recommend new and amending legislation relating to the Health Sector.
- Represent the Ministry on the Legislation Committee of Cabinet.
- Manage the work and staff of the Legal Services Division,

#### **10. WORKING CONDITIONS**

- Normal office conditions.