



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Senior Legal Officer
JOB GRADE:	JLG/LO (Proposed upgrade)
POST NUMBER:	60853
DIVISION/BRANCH:	Legal Services Division
SECTION/UNIT:	N/A
REPORTS TO:	Director, Legal Services
MANAGES:	1 Secretary 2 OPS/SS 2

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)

Under the general direction of the Director, Legal Services, the incumbent provides legal expertise and support to the Ministry of Health and its portfolio organizations.

2. KEY OUTPUTS (Results, Deliverables)

- Technical advice provided;
- Annual Legislation Programme prepared and negotiated;
- Cabinet Submissions prepared and submitted;
- Drafting Instructions prepared;
- Minister's Briefs for Parliament prepared;
- Technical and other reports prepared and submitted

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Participates in the analysis and formulation of policy options for submission to the Permanent Secretary and Cabinet;
- Prepares and/or participates in the preparation of Cabinet Submissions with legal implications;
- 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;
- Prepares Technical and other reports as required;
- Represents the Ministry at local, regional and international meetings and conferences on matters with legal implications;
- Participates in the development of the Operational Plan for the Division;
- Assists in the preparation of the budget for the Division.

B.) Technical/Professional

- Undertakes research into and analyzes existing and proposed laws, with a view to recommending the legislative path to be pursued in the continuous process of Health Reform;
- Analyses and provides legal opinion on international agreements and conventions which has implications for public health in Jamaica;
- Collaborates with Senior Management to determine the Ministry's Annual Legislative Programme;
- Prepares Drafting Instructions and the Minister's Brief for Parliament in respect of proposed and amended health legislation;
- Reviews and comments on constitutionality and other legal implications of draft legislation prepared on behalf of the Ministry;
- Prepares and vet contracts involving the Ministry of Health and amends as necessary;
- Liaises with the Attorney General's Department and the Office of the Director of Public Prosecutions in respect of matters in which, the Ministry is involved. Represents the Ministry in the Courts as required;
- Negotiates and recommends out of court settlements as necessary;
- Represents the Ministry of Health and related organizations in contracts in which the Ministry is involved;
- Functions as the Ministry's representative on the Legislation Committee;
- Conducts research in order to keep abreast of legal developments/reform in Jamaica, the Commonwealth and the rest of the world.

C.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Director, Legal Services.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Technical advice provided is technically sound;

Legal Officer,
Health,

Prepared by: HR Consultant,

Legal Services Division,

November 22. 2016

Ministry of

- Annual Legislation Programme prepared and negotiated within established timeframe;
- Cabinet Submissions are appropriately formulated and prepared in accordance with established guidelines;
- Drafting Instructions prepared within agreed timeframe;
- Minister's Briefs for Parliament prepared in accordance with established guidelines;
- Technical and other reports prepared are accurate, comprehensive and submitted within established timeframe;

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Legal Services	Obtain advice, receive directives and guidance, work assignments information regarding portfolio 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
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6. REQUIRED COMPETENCIES

Core

- Good interpersonal skills;
- Good planning and organizing skills;
- Excellent time management skills;
- Good oral written and communication skills;
- Excellent skills in teamwork and cooperation;
- Good analytical research, problem solving and decision making skills;
- Excellent integrity/ethics exercised in the performance of duties;
- Demonstrates initiative and creativity;
- Good People Management skills;
- Customer and quality focus

Technical

- Knowledge of the Ministry's policies and procedures;
- Expert knowledge of Public Law 1 & 11 (Constitutional and Administrative Laws);
- Expert knowledge of Commercial Law and Law of Torts;
- Broad based knowledge of Legal reform in the Commonwealth and the rest of the world;
- Good use of technology.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Degree in Law (LL.B);

- Certificate in Legal Education (C.L.E.);
- Experience in law relating to government practice for a minimum of five (5) years;
- Experience in the Attorney General's Chambers would be an asset.

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:

- Recommend new legislation and amendments to existing legislation relating to the National Health Sector;

10. WORKING CONDITIONS

- Normal office conditions.