

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Legal Officer</b>	<b>Direct Reports:</b>	0
<b>Reports to:</b>	General Counsel/Corporate Secretary	<b>Internal Contacts:</b>	Ports Council Members, All Staff
<b>Department:</b>	Legal Department	<b>External Contacts:</b>	Customs, Immigration, Government Officials, External Counsel, and other Stakeholders and Organizations.

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### JOB SUMMARY:

The **Legal Department** is responsible for providing legal services to SLASPA and its subsidiaries. These typically include legal services related to construction contracts, industrial relations, property management, and other institutional matters. In addition, the Department is responsible for ensuring for SLASPA and its subsidiaries are represented in legal proceedings or matters in which SLASPA may be interested. Consequently, the Department has a considerable interface with SLASPA's various departments, Ports Council, external business partners, and governmental entities.

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### Job Role:

The incumbent reports to the General Counsel/ Corporate Secretary and is responsible for assisting the General Counsel/ Corporate Secretary in conducting the legal affairs of SLASPA and its subsidiaries, to ensure that SLASPA and its subsidiaries' internal operations and external business activities are conducted without detriment to the organizations and with due observance of their statutory and common law obligations.

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### DUTIES AND RESPONSIBILITIES

#### Legal Assistance and Law Office Management Responsibilities

- Assists the General Counsel/ Corporate Secretary in drafting, vetting and negotiating contracts and other legal documents and correspondences to support the commercial and operational activities of SLASPA including preparation of standard legal documents;
- Undertakes thorough legal research and makes recommendations, to support the Legal opinions, memorandum, and all other notes, briefs and correspondence of the General Counsel/ Corporate Secretary;
- Assists the General Counsel/ Corporate Secretary in managing all matters at litigation, including appearing as SLASPA's representative in litigation matters handled by External Counsel or the General Counsel/ Corporate Secretary;
- Maintains, tracks, monitors and provides initial responses to requests for legal assistance;

#### Assistant Corporate Secretarial Duties

- Assists the General Counsel/ Corporate Secretary to do the following:

- Organizing meetings of SLASPA's Council, its sub-committees and subsidiaries including undertaking pre and post-meeting activities, and liaising with the General Manager's Assistant in that regard;
- Minute-taking at meetings of SLASPA's Council, its sub-committee, subsidiaries and other meetings as assigned and drafting decisions arising therefrom;
- Ensuring compliance with sound corporate governance practices.
- Assisting in maintaining and filing legal and corporate documents including meeting minutes, case files, contracts in compliance with legal obligations and institutional standards;
- Assisting in the training of legal secretaries and other legal staff assigned to the Department.

#### **Other Duties**

- Performs other related duties as may be assigned from time to time by the General Counsel/Corporate Secretary;

#### **QUALIFICATIONS, SKILLS & EXPERIENCE**

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- A first degree in Law (LL.B) from a recognized university and a Legal Education Certificate (LEC) or its equivalent
- A minimum of three (3) years' experience as an attorney at law in either private, in-house practice or as a lawyer in public service;
- Ability to perform legal research and analysis to make recommendations to the General Counsel/Corporate Secretary, supported by legal authorities;
- Demonstrable knowledge of and experience with relevant laws dealing with contract drafting, negotiation, and administration including but not limited to, the Laws of Saint Lucia;
- Organized, analytical and detail-oriented;
- Ability to use Microsoft Office suite or other similar productivity and technological tools;
- Highly confidential with undoubted integrity and strong initiative;
- Ability to work outside of ordinary business hours, on a flexible schedule and within a team;
- Ability to effectively adapt to tight deadlines, heavy workloads and sudden or frequent changes in priority in order to accomplish objectives in a fast-paced working environment;
- A strong bias towards action and results.

#### **FAVORABLE ATTRIBUTES**

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- High level of personal and professional integrity - honest and ethical.
- Ability to stimulate and manage change and work in a team setting.

#### **SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : \_\_\_\_\_

Employee's Signature : \_\_\_\_\_

Date : \_\_\_\_\_