

JOB DESCRIPTION AND SPECIFICATION
Child Protection and Family Services Agency
Ministry of Education, Youth & Information

JOB TITLE	Legal Officer
JOB GRADE	Level 9
POST NUMBER	
DIVISION	Legal Unit
REPORTS TO	Snr. Legal Officer
DIRECT REPORTS	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.

STRATEGIC OBJECTIVE OF THE DIVISION

To direct all activities relating to the legal obligations of the Child Protection and Family Services Agency and statutory provisions within which the Agency functions; ensuring that all activities serve to protect the Agency and its employees against any action that may be brought against it/them; and coordinate the giving of all legal advice and the conduct of legal research and recommends appropriate actions for the CPFSA to comply with the law.

JOB PURPOSE

To provide legal advice and representation to the CPFSA on legal obligations as related to legislations that impact the mandate of the Agency and other related matters.

KEY OUTPUTS

- Work Plan developed and implemented
- Attend Court
- Reports submitted
- Legal Opinions
- Research

- Policies & Procedures in place

JOB RESPONSIBILITIES

- Participate in the development and implementation of the Unit's strategic operation plan
- Participate in the development and implementation of policies and programmes that are consistent with the strategic objectives of the Agency
- Represent the Agency at judicial proceedings and ensure the best outcomes for the Agency and children of the state
- Assist with the preparation of drafting instructions for new and amended legislations where necessary
- Draft and review legal documents used by the Agency
- Conduct legal research and prepare legal opinions
- File pleadings for the Agency when necessary
- Serve copies of pleadings as necessary
- Provide legal representation for the Agency in court cases, enquiries and other legal proceedings
- Participate in team efforts to achieve Unit and organizational goals
- Keep abreast of legal trends and issues pertinent to child welfare and other related disciplines
- Prepare and submit monthly, quarterly and any other Unit and Agency reports as required
- Ensure that relevant documentation of activities are secured and available for reference as required
- Request required resources as necessary for effective and efficient operations of the Unit
- Maintain communication and liaison with judicial entities, and other MDAs and personnel in obtaining and disseminating information as necessary
- Attend monthly, quarterly and any other staff meetings as required
- Maintain confidentiality and trusting relationships in accordance with mandate of the Agency
- Uphold timely attendance at meetings and other functions
- Represent the Agency at meetings, seminars, conferences and workshops as directed
- Perform other related functions assigned from time to time

PERFORMANCE CRITERIA

- Drafting instructions are prepared within established guidelines and timeframe and easily understood by users
- Good coordination and effective working relations exist with other Divisions/Departments/Units; assistance is provided when requested
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct

- Reports/correspondences/information are accurate and on time
- Legal advice provided is sound and enable the CPFSA to achieve the desired result
- Established targets and timelines are consistently met

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Draft and review legal documents used by CPFSA
- Give legal advice on matters pertaining to the CPFSA
- Liaise with judicial entities, and other Agencies/ Departments and personnel in obtaining and disseminating information
- Represent the organization at conferences, seminars, workshops and meetings locally and internationally

QUALIFICATION & EXPERIENCE

- LL.B degree
- Legal Education Certificate from the Council of Legal Education
- Minimum of two (2) years related experience

REQUIRED COMPETENCIES

- In-depth knowledge of the following child related legislations:-
 - Child Care and Protection Act & the Children Home Regulations
 - Children (Adoption) Act
 - Sexual Offences Act
 - Offences against the Persons Act
 - Domestic Violence Act
 - Cybercrimes Act
 - Children Guardianship and Custody Act
 - Children Guardianship and Custody (Amendment) Act (Child Abduction)
 - International Conventions that Jamaica is signatory to
 - Child Pornography Act
 - The Trafficking in Persons (Prevention, Suppression and Punishment) Act, and other relevant legislation
- In-depth knowledge of the Executive Agency Act
- Knowledge of the principles and practices of Social Work
- In-depth knowledge of issues affecting children locally and internationally
- Good knowledge of court procedures and protocols
- Good interpersonal skills
- Excellent judgment, decision making and problem solving skills

- Excellent oral and written communication and presentation skills
- Working knowledge of legal drafting
- Ability to respond and operate quickly and deliver results within timeframe
- Flexibility of time and ability to work outside of stated work hours to achieve the goals of the organization
- Working knowledge of relevant computer applications and systems

WORK RELATIONSHIPS

Internally

Chief Executive Officer
 Legal Officer
 Divisional/Regional Directors
 Unit Managers/Supervisors
 Team Leaders

Externally

Child Care Institutions
 Ministry of Education Youth & Information
 Stakeholders (OCA, CISOCO, CCN)
 Judicial Personnel

VALIDATION

This document is validated as an accurate and true description of the job requirements.

Employee

Date

Manager/Supervisor

Date

Human Resource Division

Date

CEO, CPFSA

Date