

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>General Counsel / Corporate Secretary</b>	<b>Direct Reports:</b>	Legal Officer; Secretary II
<b>Reports to:</b>	General Manager and the Chairperson – Ports Council	<b>Internal Contacts:</b>	Chairs of HR Committee, Tenders Committee, Audit Committee and Finance & Investment Committee and Ports Council Members, General Manager/CEO, Chief Operating Officer, Senior Managers and Staff of all Departments.
<b>Department:</b>	Legal	<b>External Contacts:</b>	Customs, Immigration, Government Officials, External Counsel and other Stakeholders and Organizations.

### JOB SUMMARY:

Responsible for the provision of legal advisory services to SLASPA, Council and its subsidiaries and the coordination of Council meetings.

### DUTIES AND RESPONSIBILITIES

- Develop a thorough understanding of the international rules and national legislation and regulations governing the Authority's operations.
- Ensure timely filing of statutory returns and maintenance of statutory records.
- Monitor compliance with statutory obligations and advises the Council and management accordingly.
- Develop recommendations to address issues of non-compliance, including recommendations for changes in legislation and regulations as appropriate.
- Review, draft and negotiate a wide range of legal/commercial proposed agreements and advises management of any legal concerns.
- Prepare and vet contracts, notarial documents and all other legal conveyances.
- Conduct legal research and prepare legal opinions, memorandums and all other legal notes, briefs or correspondence.
- Attend Court as SLASPA's representative in legal proceedings handled by External Counsel.
- Provide legal support/advice to internal departments and or any subsidiaries of SLASPA.
- Assist management staff in addressing legal issues that arise, especially in the areas of insurance coverage and claims, human resource management and industrial relations.
- Consults with the Authority's external Legal Counsel, as appropriate.
- Conduct special legal reviews when requested by the Council or General Manager.
- Provide legal advice on any matter which may be assigned from time to time.
- Provide when necessary legal guidance on any media statement.
- Review and advise management on the legal implications of the legislation administered by the Authority as well as internal policies and procedures.
- Review internal policies and ensure that they are in compliance with all statutory or legal requirements.

- Facilitate workshops and other sensitization activities to support the implementation of policies and to educate management and staff of statutory obligations.
- Review progress of outstanding litigation and liaise with all relevant parties, including external Counsel for the effective case management.
- Provide detailed updates of all pending litigation matters
- Reviews all contracts or any other documentation where the Authority has committed itself and assesses legal implications that need to be brought to the attention of the General Manager.
- Prepares, reviews and modifies contractual instruments to assist and support various business activities.
- Negotiates, reviews and drafts documentation for business transactions and prepares and advises on the necessary checklist to be adopted to ensure information is submitted on time.
- Maintain custody and control of the corporate seal and relevant documents, including leases, contracts and insurance policies.
- Maintain custody of all land titles and legal agreements.
- Organize meetings, prepares agendas and takes minutes of Council meetings and its subcommittees.
- Maintain custody of minutes of meetings of the Council and its subcommittees.
- Provides orientation, education and training to new Councilors.
- Communicate the decisions of the Council to the relevant parties and management for implementation.
- Follows up on actions taken at meetings and assists in obtaining status reports from External Counsel to be presented to the Board.
- Ensure compliance with sound corporate governance practices.
- Advise the Chairman of the Council when and as required on corporate governance matters and the administration of Board meetings.
- Contribute to the meetings on any issues of law, governance, administration and or the effect that any decision may have on an existing policy of the organisation.
- Keep abreast of any legislative changes which may impact the operations of the organisation and advise the Board and Management of any necessary action.
- Act as a trustee of any pension scheme of the organization.
- File all necessary documents in compliance with any obligations under the Companies Act.
- Establish annual performance objectives with each direct report; meet with them periodically to discuss their performance; counsel them on deficiencies in performance and guide them on improving performance, including identifying the need for additional training; conduct annual performance assessments.
- Maintain up-to-date knowledge about the terms and conditions of employees' collective bargaining agreements and ensure compliance.
- Coordinate the work of staff and review their work to ensure that it meets the Port Authority's Standards.
- Ensure staff have the necessary resources to safely and effectively carry out their work.
- Ensure all personnel are complying with port procedures and adhering to health and safety requirements.
- Make recommendations to senior management regarding salary increases, promotions and disciplinary action against direct reports when necessary.
- Provides continuous leadership, supervision and coaching of staff for improved performance and guidance in carrying out their duties in support of sound corporate governance.
- Prepare the annual budget for the Legal Office.
- Conduct performance appraisals of staff and ensure competency and training gaps are addressed.
- Assist the Administration Department in the training of legal secretaries and or any other legal staff assigned to the department.
- Performs other related duties as may be assigned from time to time by the Head of Department.

## **QUALIFICATIONS, SKILLS & EXPERIENCE**

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- LLB Undergraduate Degree, plus a Certificate in Legal Education and five (5) years legal experience in a reputable organization.
- A Masters' Degree in Law, plus a Certificate in Legal Education and three (3) years legal experience in a reputable organization.
- In-depth knowledge of the Laws of Saint Lucia and a sound working knowledge of the Saint Lucia Air and Sea Ports Authority Act and other Legislation administered by the Authority.
- Demonstrates knowledge of and experience with relevant laws dealing with government and commercial contract administration, particularly contract negotiation, preparation and administration.
- Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters.
- Demonstrates success in managing and conducting a variety of litigation matters.
- Takes control and exercises leadership, initiates action, gives direction and takes responsibility.
- Strong research skills and ability to establish facts, analyze complex data and issues, draw valid conclusions, and make sound recommendations.
- Extensive skill in planning, organizing, executing and maintaining composure under pressure while meeting multiple deadlines.
- Considerable skill in negotiating issues and resolving problems.
- Ability to use various Microsoft Office or other similar productivity tools to create documents, including but not limited to reports, memos, legal advice and to conduct research.
- Maintains a high level of confidentiality in dealing with all matters of the Authority.
- Considerable skill in effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations.
- Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.
- Ability to work independently with little supervision.
- Ability to work in a demanding deadline-driven environment and detail oriented.

## **FAVORABLE ATTRIBUTES**

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- Strong leadership and relationship management skills.
- Commercial, global, and business acumen.
- High level of personal and professional integrity - honest and ethical.
- Results-driven, self-motivated and able to motivate staff at all levels.

## **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 : \_\_\_\_\_