

JOB DESCRIPTION AND SPECIFICATION

FIREARM LICENSING AUTHORITY

JOB TITLE	LEGAL OFFICER
JOB GRADE	JLG/LO3
POST NUMBER	
DIVISION	General Administration
REPORTS TO	Chief Executive Officer
REMUNERATION	\$5,597,715.00 per annum & Robing and Laundry Allowance \$187,835.00 & \$40,000.00 per annum respectively.

Job Purpose

- Under the general direction of the Chief Executive Officer, the incumbent manages the legal affairs and supports the delivery of legislative output of the Firearm Licensing Authority. The incumbent fulfills an important role in addressing the internal and external legal concerns of the Firearm Licensing Authority in order to keep the Authority functioning while managing all in-house legal affairs.
- Seeks to protect the Authority from possible litigation and offers legal advice and guidance to the Chief Executive Officer and other employees. The incumbent will be required to conduct legal research, drafts legal documents, attend Court and liaise with offices of the Court, Attorneys General Chamber and other Government Departments and such other Entities as may be required to fulfill the requirements of the job. He or she supports the Chief Executive Officer and other employees of the Authority to prepare for events which may have potential legal consequences and gives advice on managing risk.

Key Outputs

- Laws are adhered to
- Accurate legal advice given
- Legal issues identified and solutions given
- Irregularities eliminated
- Representations made on behalf of the Authority
- General assistance provided to as per Supervisor's instruction

Key Responsibilities Areas

- Provides advice to the Chief Executive Officer and other senior members of the Firearm Licensing Authority on related legal matters associated with its functions, programmes and projects;
- Reviews and assesses output against the strategic/corporate plan and operational plan, make recommendations for adjustments as needed;
- Serves as liaison between other legal departments
- Ensures that output is in line with acceptable standards and practices
- Provides advice to the Chief Executive Officer and other senior members of the Authority on the legal interpretation of documents in order to facilitate proper and effective decision making;
- Testifies or provides witness statements as may be required in matters before the court; attends court on behalf of the FLA and provide briefings on the proceedings to the Chief Executive Officer.
- Participates in consultations on policy issues for which the Authority is responsible or is required to provide input;
- Assists in identifying legal issues and their potential solutions related to policy and other decisions;
- Represents the Authority at local, regional and international meetings, conferences, seminars, workshops and other functions as required;
- Identifies any legislation which may require review or amendments in order to eliminate anomalies and make representation for repeal of obsolete and/or unnecessary enactments;
- Obtains advice from the Attorney General's Department as required on legal matters;
- Conducts the relevant research and advises the Chief Executive Officer and other employees on legal issues and considerations which may impact the operations of the Authority;
- Provides company secretarial services to the Firearm Licensing Authority which entail:
 - a. Arranging meetings of the Board of the Authority and its operating Committees;
 - b. Preparing and circulating agendas, minutes, reports and other relevant documents;
 - c. Attending meetings and recording of minutes
 - d. Ensuring the Authority's compliance with statutory requirements;
 - e. Signing documents/correspondence and receiving same on behalf of the Authority.
 - f. Maintaining register of Board meetings
- Establishes a monitoring framework to ensure that the Chief Executive Officer and other employees of the Firearm Licensing Authority are aware of and compliant with basic legal requirements in the commission of their respective duties;
- Collaborates and liaises with counterparts as is deemed necessary to gather and share information on legal issues which impact the operations of the Authority;

- Collects statistical data and other information as well as comparative legislation which are relevant to developing policy decisions and eventual drafting instructions for legislation within the Authority's portfolio;
- Identifies risks of relevance to the Authority where there are legal implications and offers advice as appropriate;
- Prepares/drafts Cabinet submissions for legislation, ensures that all relevant elements are included and that misinterpretation is minimized;
- Prepares and/or reviews contracts for procuring goods and services on behalf of the Authority and provides guidance as required;
- Drafts and vets all contracts entered into by the Authority such as contracts of employment and lease and suppliers' contracts.
- Provides advice on contracts and tender documents to the appropriate employee of the Authority to ensure compliance with the Government of Jamaica's (GoJ's) procurement policies.
- Is a working member of the Disciplinary Committee and provides advice according to policies and the laws;
- Manage the communication relationship between the FLA and the media on legal matters.
- Assist in sensitization and cross training of all staff with respect to the Firearms Act as well as related policies.
- Provide the requisite guidance and support to the Board
- Performs any other related function as assigned by the Chief Executive Officer.

Internal and External Contacts

Internal	
Contacts	Purpose
<ul style="list-style-type: none"> ▪ Divisional Heads, Senior staff and line staff 	<ul style="list-style-type: none"> ▪ Provide/request information relating to the Authority's portfolio
External	
Contacts	Purpose
<ul style="list-style-type: none"> ▪ Ministry of Finance ▪ Attorney General ▪ Ministry of National Security 	<ul style="list-style-type: none"> ▪ Provide/request information relating to the Authority's portfolio
<ul style="list-style-type: none"> ▪ Other External Entities 	<ul style="list-style-type: none"> ▪ To address legal issues ▪ Represent the Authority on behalf of the Chief Executive Officer

Special Conditions Associated with the Job

- Work is performed in a typical office environment, with no adverse working conditions however, travelling is required.
- Extended working hours can be expected at times to complete critical deadlines

Required Skills/Competencies

- Is conversant with as many legal issues as may concern the Firearm Licensing Authority
- Has good working knowledge of the laws of Jamaica, rules and regulations.
- Good working knowledge of Public Sector rules and guidelines,
- Knowledge, experience and a proven track record in relatively complex legal issues
- Able to work effectively with multiple stakeholders
- Excellent oral, presentation and written communication skills
- Excellent organization, planning and case management skills
- Proficient in the use of relevant computer applications
- Possess excellent analytical skills
- Ability to exercise sound judgement
- Sound knowledge of Judicial Review process
- Possess litigation and advocacy skills and experience
- Must own a reliable motor vehicle

Minimum Required Qualification and Experience

- Bachelor of Laws Degree in Law
- Certificate in Legal Education
- At least three (3) years Legal experience preferably in civil litigation.
- Corporate and company secretarial experience is a distinct advantage
- Experience in drafting and preparing legal opinions