



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	General Counsel
Department	Legal
Reports to	Chief Executive Officer
Head of Department	General Counsel
Supervision Provided to	Senior Legal Officer, Executive Administrative Assistant

JOB SUMMARY

The General Counsel provides executive legal leadership to the TRHA by ensuring compliance with applicable laws and regulations, effective risk management, and alignment of the Authority’s strategic objectives with sound governance and legal practices. The position serves as the principal legal advisor to the Chief Executive Officer, Board of Directors, and Executive Management, supporting informed decision-making and safeguarding the Authority’s legal and reputational interests.

PRIMARY DUTIES & RESPONSIBILITIES

Category	Duties & Responsibility
Strategic	<p>Provides strategic legal counsel to the Authority:</p> <ul style="list-style-type: none"> • Provide strategic legal advice and counsel to the Chief Executive Officer, Board of Directors, and Executive Management on complex, sensitive, and routine legal matters, including employment and industrial relations issues. • Supports the development and execution of the Authority’s strategic objectives through sound legal and governance advice. • Advises on emerging legal, regulatory, and governance risks that may impact the Authority’s operations. • Develop, implement, and oversee legal and compliance strategies, policies, and frameworks for the Authority.
Operational	<p>Oversees and directs the activities of the department:</p> <ul style="list-style-type: none"> • Oversees contracts, agreements, memoranda of understanding, and other legal documentation. • Oversees the provision of legal guidance on employment, industrial relations, procurement, litigation, and administrative matters. • Manages the engagement of external legal counsel when required. • Oversees legal risks by developing mitigation strategies and ensuring statutory and regulatory compliance across all departments.

Fiscal	<p>Supports financial legal risk mitigation for the Authority:</p> <ul style="list-style-type: none"> • Provides legal input into procurement and financial agreements to protect the Authority’s financial interests. • Supports the minimizing of financial exposure through effective legal risk management and dispute resolution strategies. <p>Oversees departmental expenditures:</p> <ul style="list-style-type: none"> • Develops and manages the departmental budget and ensures expenditures align with organizational goals and financial constraints. • Provides oversight of departmental budgets, ensuring cost effective use of resources and value for money.
People	<p>Manages and supervises staff:</p> <ul style="list-style-type: none"> • Leads, mentors, and develops senior managers and multidisciplinary teams across procurement, supply chain, and technology. • Promotes a performance-driven, collaborative, and accountable culture aligned with the Authority’s values. • Builds leadership capacity and succession planning within critical operational and technical functions. • Provides coaching and mentoring to staff by offering feedback, advice and guidance to help employees develop • Ensures employees adhere to established policies, procedures, rules and regulations • Recommends training and developmental needs for staff by reviewing previous training participation and by monitoring the execution of duties to identify areas of improvement • Facilitates the execution of work by requesting resources for staff • Manages availability of staff by reviewing and authorizing applications for leave • Conducts performance appraisals by assessing staff performance and expected outputs in accordance with established guidelines and procedures <p>Liase with internal and external stakeholders:</p> <ul style="list-style-type: none"> • Builds and maintains relationships with internal stakeholders to support delivery of initiatives and gather feedback • Collaborates with external stakeholders to provide advice and feedback on matters
Reporting & Compliance	<p>Prepares and communicates strategic reports</p> <ul style="list-style-type: none"> • Provides executive level reporting to the Chief Executive Officer, Senior Leadership, and Board as required. • Prepare legal opinions, reports, and compliance updates for the Chief Executive Officer and Board of Directors as required.

QUALIFICATIONS & EXPERIENCE

- Master of Law (LL.M) or equivalent law degree
- Legal Education Certificate (LEC) or equivalent
- Member in good standing with the Law Association of Trinidad and Tobago
- At least ten (10) years of legal practice, including at least five (5) years in a senior managerial role
- Experience in healthcare or public agency legal matters preferred

KNOWLEDGE, SKILLS & ABILITIES

- Specialist knowledge of the legal and regulatory framework governing public bodies in Trinidad and Tobago.
- Specialist expertise in contract law, employment and industrial relations, governance, and compliance.
- Specialist oral and written communication skills, with the ability to explain complex legal concepts clearly.
- Specialist report writing skills
- Specialist analytical, negotiation, and problem-solving skills.
- Specialist skills in the use of computer software such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), OneDrive, and SharePoint
- Specialist supervisory skills
- Specialist interpersonal skills
- Specialist coaching/mentoring skills
- Specialist skills in leading and motivating people
- High level of integrity, attention to detail, and confidentiality
- Demonstrated ability to manage high-profile issues and sensitive information

SUPERVISORY RESPONSIBILITIES

Directly	Indirectly
<ul style="list-style-type: none"> • Senior Legal Officer • Executive Administrative Assistant 	All staff members within the Legal Department

KEY RELATIONSHIPS & CONTACTS

Internal	External
Chief Executive Officer <ul style="list-style-type: none"> • To seek approvals, provide updates on matters that were referred to the department • To obtain feedback and guidance on matters • To receive instructions, directives and tasks Direct Reports <ul style="list-style-type: none"> • To assign tasks and duties 	External Legal Counsel, Regulatory Bodies, Government Ministries, Industrial Relations Entities, Courts, and Tribunals <ul style="list-style-type: none"> • To provide updates on legal matters • To participate in legal proceedings • To obtain relevant information

<ul style="list-style-type: none"> To provide guidance and advice in the execution of duties and responsibilities <p>Department Heads</p> <ul style="list-style-type: none"> To obtain information and feedback To collaborate and inform on related activities 	
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KEY OUTPUTS & ACCOUNTABILITY

Accountable to	Output	Frequency
Chief Executive Officer	<ul style="list-style-type: none"> Provides monthly reports on legal, compliance, and risk matters 	Monthly
	<ul style="list-style-type: none"> Submits reports and memos on official matters Provides information on staff and other matters Provides legal opinions and advisory memoranda 	Ad Hoc/ As Needed

WORKING CONDITIONS

Condition	Description
Environmental	Work is typically performed in a normal work environment with little to no environmental demands
Physical & Travelling	<ul style="list-style-type: none"> Regularly works at a computer for extended period of time in a seated position Regularly exposed to rays from computer monitors that may lead to eye strain May require occasional travel to meetings, courts, and external entities
Mental & Stress	<ul style="list-style-type: none"> High exposure to complex and sensitive legal matters Regularly concentrates for long hours in front of a computer screen Regularly manages tight deadlines brought about by project demands Regularly coordinates and performs simultaneous activities Regularly interrupted during activities (e.g. phone calls, meetings, etc.)
Special Requirements	<ul style="list-style-type: none"> Completion of a yearly medical examination to determine fitness for duty, including drug testing as deemed appropriate