



VACANCY

The Occupational Safety and Health Agency invites suitably qualified persons to submit applications for the following vacancy

Job Title: LEGAL COUNSEL

Job Summary: This job requires the incumbent to assist the Deputy Director Legal in providing support in the management of the Agency's overall Compliance Program for the country, to ensure that the Agency is operating within the regulatory framework applicable to its activities, personnel practices and premises. The incumbent also assists in providing support in managing the Agency's overall Enforcement Regime for the country.

KEY DUTIES AND RESPONSIBILITIES:

- Periodically reviews the Compliance and Enforcement Network and ensures it is up to date.
- Advises the Deputy Director-Legal of any changes to the Compliance or Enforcement Network.
- Reviews and discusses the adequacy of the sources of information, practices and procedures in place to ensure timely receipt and review, if applicable, of information on pending new or revised regulations.
- Drafts proposed legislation and provides assistance to the Deputy Director-Legal in developing positions on issues of public policy.
- Ensures that Legislative Compliance Responsibility Matrices are current in all new and revised regulatory requirements.
- Maintains a central depository of all applicable country regulations.
- Reviews the processes and practices in place to keep Operating Management apprised of the progress in developing and implementing policies, practices and procedures and any related training programs, as necessitated by changes in Regulatory requirements or activities or discovery of problems or incidences of non-compliance.
- Research in highly specialized areas and prepares reports considering the need for and developing supplemental codes of practice, conduct or guidelines.
- Researches continuously into changes or trends in legislation in international industry practice.
- Reviews reports of incidences of non-compliance.
- Advises on the escalation of litigation.
- Prepares legal opinions and recommendations relating to the commencement of prosecutions.
- Provides preliminary assessment on legal matters.
- Participates in outreach and public information activities as required.
- Appears on behalf of the Authority in Industrial Court, Magistrates' Court and any other tribunal or Court of Law as required.
- Performs any other related duties as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of activities undertaken by the Occupational Safety and Health Agency.
- Thorough knowledge of the regulator/supervisory structure of the Occupational Safety and Health Authority and Agency.
- Excellent communication skills, written and oral, as well as analytical and negotiation skills.
- Strong interpersonal and organizational skills and the ability to prioritize and deal with the workload to meet deadlines.
- Ability to review complex documents and material and effectively absorb relevant content and assimilate this in a practical and coherent way.
- Ability to identify the necessary consultative procedures and maintain a broad perspective on the long-term strategies and management objectives of the OSH Agency.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

- Called to the Bar of Trinidad and Tobago as an Attorney at Law.
- A practicing Attorney in the jurisdiction of Trinidad and Tobago, with at least three (3) years of experience preferably in a similar or related field.
- Additional training in occupational safety and health, industrial relations, management would be an asset.
- Any other relevant combination of qualifications and experience.

09/11/2022

Interested candidates are required to submit the Employment Application Form along with copies of their certificates, resume and cover letter to careers@osha.gov.tt or send to

**Deadline date is
Wednesday 30th November 2022.**

The Human Resource Manager
The Occupational Safety and Health Agency
#9 Alexandra Street, St Clair.

We thank all applicants for their interest and advise that ONLY the applications of suitably qualified candidates completed on the Employment Application Form will be considered.

**Employment Application Form is
available at www.osha.gov.tt**