



# NATIONAL ENVIRONMENT AND PLANNING AGENCY

## JOB DESCRIPTION AND SPECIFICATION

<b>JOB TITLE:</b>	Manager, Legal Services
<b>JOB GRADE:</b>	8
<b>POST NUMBER:</b>	
<b>DIVISION:</b>	Legal & Enforcement
<b>BRANCH:</b>	Legal Services
<b>REPORTS TO:</b>	Director, Legal & Enforcement
<b>MANAGES:</b>	Legal Officers, Senior Secretary, Paralegal Clerk

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/revised

### **Strategic Objectives of the Division/Branch:**

To provide legal and enforcement services to the National Environment and Planning Agency, the Natural Resources Conservation Authority, the Town and Country Planning Authority and the Land Development Utilization Commission (NEPA/NRCA/TCPA/LDUC) in maintaining compliance with environmental, planning, land utilisation laws and regulations. It also provides administrative and secretarial support to the NRCA, TCPA, NEPA Advisory Board and their sub-committees. The Division is organised in three branches as shown below:

1. ***The Legal Services Branch:*** The Legal Services Branch provides legal services to the NEPA/ NRCA/TCPA/LDUC on the implementation of the integrative legislative framework for managing Jamaica's natural resources and the built environment. The key functions include: representing the Agency and/or Authorities in legal hearings, such as the prosecution of environmental crimes, restrictive covenant hearings and appeal hearings; preparing position papers and conducting gap analysis on the various laws and regulations administered by the Agency and Authorities as well as compliance with international and regional treaties and agreements
2. ***The Enforcement Branch:*** enforces and ensures compliance of the environmental and planning laws, regulations and standards administered by NEPA through the monitoring of decision taken by the Authorities with respect to Permits/Licence/Approvals and the conduct of investigations to detect breaches of environmental and planning laws. The Branch also responds to wildlife incidents and assists with the removal/retrieval of wildlife as well as assist in disaster assessments
3. ***The Boards Secretariat:*** provides professional administrative and secretarial services to the Natural Resources Conservation Authority – NRCA, the Town and Country Planning Authority – TCPA and the Land Development and Utilization Commission – LDUC and their subcommittees.

### **Job Purpose:**

The Manager, Legal Services is responsible for the day to day management of the Branch in providing legal advice and guidance for the effective application of legislations guiding the Agency's environmental and planning operations including the monitoring and enforcement programmes as well as on general legal matters within the its operations.

### **Key Outputs:**

- Branch's operational plan
- Branch's operating policies, systems and processes
- Reports, technical papers
- Management decisions, advice and guidance
- Legal opinions
- Direct reports performance feedback and appraisals

## **Key Responsibility Areas:**

### **A. Management Responsibilities**

1. Contributes to the preparation of the Division's operational plans and budget, ensuring the Branch's contribution is clearly defined including well aligned objectives, performance indicators and targets.
2. Manages the implementation of the Branch's operational activities through the preparation of individual work plans and the provision of technical guidance to team members to enable achievement of agreed targets, monitors performance and recommends/takes corrective action to address issues that may impact the expected results.
3. Contributes to the development/review of operating policies and procedures including appropriate systems of control to facilitate the efficient management and delivery of service from all areas of the Division to enhance customer experience, maintain service standards and compliance with established internal and external regulations, policies and conventions.
4. Collaborates with the Project Management Unit in the design and execution of Projects undertaken by the Branch.
5. Prepares performance/ progress reports as required
6. Demonstrates and upholds the Agency's core values in personal and professional behaviours in order to minimise reputational risks and maintain the corporate image of the Agency

### **B. Technical/ Professional Responsibilities**

1. Reviews existing legislation governing the operations of Agency and makes recommendations for amendments where necessary; Prepares drafting instructions to guide the implementation of legislation within the jurisdiction of the Agency.
2. Creates/reviews conditions of permits and licences and represents the Agency in negotiations of these conditions.
3. Reviews applications in respect of permits and licences ensuring that legal requirements are met and/or provide legal opinion and guidance as necessary.
4. Conducts legal research and prepares legal opinions for the Director, CEO and portfolio Minister.
5. Provides legal advice and guidance to managers on operational matters including drafting and reviewing legal documents.
6. Provides legal advice to government ministries and agencies regarding environmental and planning matters.
7. Provides legal representation for the Agency in court matters (criminal and civil), as well as any enquiries or appeals before tribunals or similarly constituted bodies.

8. Support and facilitate the swift execution of all matters advanced by the Enforcement Branch.

### **C. Human Resource Responsibilities**

1. Provides leadership to direct reports to enable their personal growth and professional development through inter alia:
  - a. effective objective setting, discussion and agreement of work programmes
  - b. delegation of appropriate levels of authority and autonomy to enable risk-taking and decision making
  - c. appropriate technical and managerial guidance
  - d. timely and effective communication and performance feedback
2. Ensures that training and other development needs of direct reports and other Division staff are adequately identified and addressed.

### **D. Other Responsibilities**

The incumbent may from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

### **Authority**

The position incumbent is authorized to:

- Provide legal opinion to internal staff and Board Members
- Authorise staff leave

### **Performance Standards:**

- Established Branch and personal, targets are consistently achieved.
- The operations of the Branch are effectively managed to enable efficiency, cost savings and a productive and engaged cadre of staff.
- Operational systems and policies are current and enable the provision of efficient and effective service from the Branch.
- Sound and feasible legal and management advice is provided.
- Legal documents are well researched, easily understood by users and are prepared within established guidelines and timeframe
- Positive business relations exist with both internal and external clients.
- Development and welfare of the Branch members are adequately addressed; staff is efficient and effective.
- Direct reports are consistently satisfied with the quality and timeliness of guidance and performance feedback provided.
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct

## Internal and External Contacts

### **(i) Internal**

<b>Contact (Title)</b>	<b>Purpose of contact</b>
CEO, Director Applications Division	Project reporting and update Provide legal advice
Directors, Managers, Technical Officers from all Branches, Technical Assistants, Administrative and support staff.	Provide/ receive information
Board/Committee members	Provide legal advice

### **(ii) External Contact (required for the achievement of the position's objectives)**

<b>Contact (Title)</b>	<b>Purpose of Contact</b>
Attorney General's Chambers	Provide legal advice
Jamaica Constabulary Force	Provide support in regards to on the ground operations
Clerks of Court	Provide prosecutorial support

## Working Conditions

Typical office environment

## Required Competencies

- Excellent interpersonal and negotiation skills
- Well-developed human resource management skills
- Excellent knowledge of local and international legal environment and planning issues.
- Excellent judgment, decision making and problem solving skills.
- Excellent oral and written communication and presentation skills
- Working knowledge of legal Drafting.

## Minimum Required Education and Experience

- Attorney-at-Law
- Training in Environmental/Planning Law or any other relevant area.
- Training in Supervisory Management or related Management training
- Five years' experience in a similar position.
- Experience in litigation and in the Office of the Director of Public Prosecutions or the Attorney General's Chambers would be an asset