



## THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

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### ADVERTISEMENT

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#### **CAMPUS LEGAL OFFICER OFFICE OF THE PRINCIPAL**

Applications are invited for the post of **Campus Legal Officer** in the Office of the Principal. The Campus Legal Officer will report directly to the Principal with a dotted line reporting relationship to the Campus Registrar and will advise Campus and University officials, University and Campus Finance & General Purposes Committee, University and Campus Councils, University Committees and University General Counsel on legal aspects of policy and general legal issues as assigned. He/she may periodically utilize outside legal counsel on more complex and specialized issues. Interaction with members of the legal profession and officials of The UWI, participating governments and others will be required in order to perform duties and responsibilities. Specific areas of practice will include but may not be limited to Corporate and Commercial law; contracting and transactional work; Construction and Procurement Law; and other areas, such as Intellectual Property, Labour Law, Insurance Law and Corporate Secretariat duties.

He/she will confer with the General University Counsel (UGC) on matters relating to the University Visitor and on any matters deemed necessary. The Campus Legal Officer will therefore be expected to treat with all Legislation, Regulations, Acts, and Policies which form a part of the legal framework of the respective regional jurisdictions served by the Global Campus and the University. The Campus Legal Officer will be invited to attend the Global Campus Senior Management Team (GCSMT) meetings as well as other Campus committees and meetings with internal and external stakeholders from time to time, to address pertinent matters with legal implications. A high level of professional and ethical service will be expected from this individual who is required to perform legal research on a regular basis.

#### **QUALIFICATIONS/REQUIREMENTS**

- LLB degree, LEC certification; an LLM in Employment/Labour Law would be an asset.
- Licensed to practice law in the country of residence.
- Licensed to practice in other Caribbean countries would be a distinct advantage.
- At least five to seven (5-7) years' experience required as a practicing attorney in a business and regulatory environment, including exposure to Corporate Secretarial Practices and Industrial Relations Law.

## **KEY COMPETENCIES/SKILLS/ATTRIBUTES**

- Excellent communication skills, including oral, written, listening and presentation skills.
- Excellent emotional intelligence.
- Complete confidentiality and integrity.
- Strong research and legal drafting skills.
- Strong organizing/planning skills.
- Strong problem solving and critical thinking skills.
- Strong leadership skills.
- Effective time management.
- Advanced computer skills.

## **KEY PERFORMANCE INDICATORS**

- The UWI's legal matters will be expertly handled at all times.
- All student and staff related matters requiring legal deliberation/consideration will be expedited as efficiently and effectively as possible.
- Expert advice will allow for proper handling of legal situations as they arise.
- A proper framework will be in place for all to follow thereby allowing the newly implemented services to function efficiently and effectively.
- All areas of law requiring legal expertise will be expertly handled and brought to successful completion.
- Heightened awareness among senior management and other University officials on work specific legal matters impacting The UWI legal framework.

## **MAJOR RESPONSIBILITIES**

- Draft and review contracts, agreements and other legal documents and policies, for compliance with national regulations as well as University policies and regulations.
- Develop a legal management plan as well as manage the legal budget.

- Ensure that the Global Campus remains compliant with all relevant statutory and regulatory requirements within the jurisdictions in which it operates.
- Represent the University in Industrial courts of law and other fora.
- Conduct research on national, regional and international administrative and court decisions.
- Investigate legal problems and make recommendations on matters referred by Senior Management.
- Interpret and provide advice on the Royal Charter, Statutes, Ordinances, Regulations, Policies and other legal documents related to The UWI.
- Conduct detailed legal research and provide comprehensive advice and opinions in response to the wide range of complex issues and matters that impact and concern the University, the Campus and its stakeholders.
- Manage Legal Claims/Litigation, students and staff internal grievances including but not limited to, settling responses to Pre-Action Protocol letters and legal claims issued against the University/Campus/ Representative.
- Write briefs to external counsels in litigation matters, providing relevant documentation as required and attend court hearings as the client (on behalf of the University/Campus).
- Attending external meetings and make representations on behalf of the University and the Global Campus.
- Provide guidance and support on student/staff disciplinary and misconduct matters to the Campus Registrar and Campus Principal.
- In collaboration with the Campus Registrar, prepare the Campus' Legal Attestation for presentation to the University Audit Committee.
- Negotiate, settle and review legal documentation, contracts and other forms of agreements between the University / Campus and third parties, to ensure that such documentation adequately protects the University's and Campus' interests.
- Provide guidance and support for the review and development of existing and new Policies of the University, both at the Campus and the University levels.
- Review and develop legal forms, templates and other forms of legal documentation for the University's use and ease of business.
- Settle legal correspondence on behalf of the University and its stakeholders, where necessary.
- Implement legal and compliance initiatives that add value to the University and improve the University's procedures, processes and general ways of doing business.

- Implement training and sensitization initiatives for the benefit of staff, students and other University stakeholders.
- Perform such other related duties incidental to the work described herein.

## **TENURE**

- Appointment will be for three (3) years in the first instance.

**Applications should be made via  
The UWI Global Campus Online Application Form:**

<https://www.open.uwi.edu/hrd/forms-documents>

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – February 12, 2025**

**We thank all interested applicants; however, only shortlisted candidates will be contacted.**

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## PARTICULARS

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### CAMPUS LEGAL OFFICER OFFICE OF THE PRINCIPAL

#### GENERAL

1. The University of the West Indies, Global Campus serves the following English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Kitts & Nevis
Belize	St. Lucia
Bermuda (virtual only)	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad &
The Cayman Islands	Tobago
The Commonwealth of Dominica	Turks & Caicos Islands

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has five campuses; Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, Five Islands in Antigua and Global Campus which has 40 education centres in 16 English-speaking countries.
3. The UWI on-campus student population is currently over 50,000 full-time equivalent students. The current Global Campus student population is over 20,000 and the Global Campus is aggressively developing new programmes to increase student enrollment.

#### UWI GLOBAL CAMPUS

4. The UWI Global Campus works with faculty on the four brick and mortar campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance, blended and face-to-face to meet the academic and professional development needs of the people of the Caribbean.

#### CATEGORY

5. This position is in the Professional Category.

6. The initial appointment would be at the Lecturer Level or above depending on experience and qualifications.

## **WORK LOCATION**

7. This position will be physically located in Barbados but the Campus Legal Officer will be required to travel within the region from time to time.

## **WORK ENVIRONMENT**

8. The job incumbent must be able to work as a member of a team in both virtual and physical environments.
9. The incumbent will live and work in one country and lead engagements with internal staff and external stakeholders in regional and international locations.
10. The incumbent will from time to time be called upon in emergency situations to provide legal counsel on weekends and holidays.
11. The incumbent will work in an environment which is student-centred, team-oriented and focused on the effective and efficient operation of the staff members.

## **REPORTING**

12. The Campus Legal Officer reports to the PVC & Principal and Campus Registrar.

## **TENURE**

13. Appointment will be for three (3) years in the first instance.