**ITF JOB DESCRIPTION**

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| **Job Title** | Legal Assistant (C3) |
| **Department** | Legal |
| **Reports to** | Legal Adviser |
| **Direct reports(if any)** | N/A |
| **Other management responsibilities** | Monitoring Departmental spend on external legal fees |

**Main Job Purpose:**

- To assist the Legal Adviser in all aspects of the work of the Legal Department.

**Main Responsibilities**

- Handles legal, risk and compliance aspects of contentious and non-contentious matters, including the assessment of appropriate action to be taken
- Negotiates and implements action relating to legal aspects of maritime-related cases and enquiries where appropriate
- Liaises with and maintains contact with the ITF Actions and Agreements Units, inspectors, co-ordinators, and affiliates in dealing with legal matters concerning the ITF's FOC/POC Campaigns
- Facilitates legal training programmes for ITF affiliates and inspectors
- Fields enquiries of a legal nature from ITF sections, departments, regions and affiliates
- Researches legal and related matters as required
- Attends meetings and liaises with external counsel and organisations
- Researches and prepares documentation for meetings and seminars
- Attends ITF meetings as required, writes reports where necessary
- Drafts correspondence and other documentation
- Maintains the Legal Department's online filing system
- Maintaining and expands the Legal Contacts Database
- Assists the Legal Adviser generally concerning the work of the Legal Department

**Decisions**

Briefing the Legal Adviser and Inspectorate Coordinator on the viability of a ship arrest. This requires due consideration of the relevant inspector's assessment and an understanding of local judicial and practical processes. Occasionally a quick turnaround may be necessary but the Legal Adviser will generally be on hand to answer questions and/or assist in the task.

Advising the ITF Press Officer and/or ITF staff on defamation risk pertaining to ITF media output. Timeframes for responding depend on the urgency of the matter. More complex items will go through the Legal Adviser.

**Complexity**

The Department advises ITF Sections, Departments, Regions and affiliates on various areas of the law across multiple jurisdictions. The jobholder must therefore be able to switch between different areas of work seamlessly during the course of a day. The level of complexity of the work will depend on the task. Please refer to the 'Main Responsibilities' section.

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| **Contacts**<br><br>The jobholder will be required to provide verbal and written briefings to the Legal Adviser on a regular basis. The jobholder will also be required to provide verbal and written advice to ITF constituents as appropriate. The work will almost always be sensitive and/or contentious. |
| **Other important requirements of the job not covered above**<br><br>General business is conducted in English but knowledge of a second language is an advantage.<br><br>A good understanding of geopolitics, industrial relations and the principles of trade unionism is also an advantage. |

**PERSON SPECIFICATION**

| | **ESSENTIAL** | **DESIRABLE** |
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| **Education level, qualifications or equivalent** | Graduate | Degree in law |
| **Knowledge, experience and technical skills** | Minimum 2 years' experience in relevant legal and/or maritime related areas in a legal environment or labour sector, or other comparable experience. | |
| **Personal attributes/skills** | Commitment to social justice and trade union values.<br><br>Fluent written and spoken English.<br><br>Ability to exercise initiative, discretion and judgement.<br><br>Excellent verbal and written communication skills.<br><br>Excellent analytical and negotiating skills.<br><br>IT Literate – Word, Excel and PowerPoint to an intermediate or advanced level.<br><br>Proven ability to develop effective working relationships with a wide range of people at different levels and from different cultural backgrounds.<br><br>Ability to work under pressure. | Knowledge of one or more languages an advantage. |
| **Practical requirements e.g. hours, requirement to travel** | Ability to work out of office hours occasionally | |

**Graded May 2015**