

**Job Description**

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| Job Title  | **Deputy Director, Legal Affairs** |
| Department/Institute | **Administration** |
| Reporting to | **Principal & CEO** |
| Main Objective | **The Deputy Director is expected to provide a vital specialist service to the College by reviewing, drafting and negotiating a wide range of contracts and agreements, ensuring that they do not expose the College to unreasonable risk and that they comply with current legislation and internal policies and procedures.****MCAST is seeking an individual with experience of drafting terms and conditions to deliver on a diverse portfolio of agreements often with challenging deadlines. This includes negotiating with national and international commercial organisations, collaborating institutions and voluntary organisations.** **The Deputy Director is part of the College’s management team and reports directly to the Principal. The work can often be multi-institutional, cross-disciplinary and complex in nature and will include working in collaboration with colleagues across the College’s academic community and administrative service units and with a variety of external stakeholders including external professional advisors.** |

**DUTIES AND RESPONSIBILITIES:**

The Deputy Director may be entrusted to

* Draft, review, and assist with commercial agreements and corporate governance matters, as necessary;
* Draft and review of policies and procedures;
* Assist or conduct legal research on various points of law or as necessary;
* Assist with any corporate legal matters as well as providing legal advice internally as and when required.

More specifically, duties and responsibilities include but are not limited to the following areas:

1. Provides legal guidance to the officers of the College on all legal matters relevant to employment law, policies, procedures, rules and regulations, and laws pertaining to students, real estate transactions, contracts and grants, tax matters, worker's compensation, liability and insurance matters, public monies and purchases, affirmative action, and other laws and regulations.
2. Anticipates and identifies legal issues and provides guidance to officers of the College.
3. Reviews, researches, interprets, and prepares both written and oral opinions on related legal issues.
4. Drafts and reviews policies and procedures, regulations, bylaws, and other legal documents.
5. Reviews contracts, leases, and other legal documents; researches legal issues and recommends revisions as necessary.
6. Represents or oversees the representation of the College in judicial and administrative proceedings, and in negotiations with other state agencies.
7. Designs, establishes, and maintains an organizational structure to effectively accomplish the College’s goals and objectives.
8. Liaises with outside counsel, as required, to obtain legal opinions or to handle claims and litigation.
9. Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest developments in Education and College legal frameworks and in other related areas.
10. To perform other job-related duties as assigned. The list is not exhaustive and management may change or add tasks if and when required and according to the exigencies of MCAST and its subsidiaries.