



Job Title	Deputy Director, Legal Affairs
Department/Institute	Principal and CEO Office
Reporting to	Head of Legal Affairs
Main Objective	The Deputy Director provides a vital, specialist legal service to the College, tasked with the drafting, review, and negotiation of a sophisticated portfolio of commercial contracts and institutional agreements. Reporting directly to the Head of Legal, the incumbent ensures that all legal instruments mitigate risk, safeguard the College's reputation, and maintain strict adherence to internal policies and national legislation. This role requires a practitioner capable of navigating complex legal landscapes, ensuring that terms and conditions are robust, enforceable, and delivered within challenging institutional deadlines when dealing with national and international commercial organisations, collaborating institutions, and voluntary bodies. Beyond contractual matters, the Deputy Director is responsible for the high-level reading, interpretation, and provision of advice on the law in general, encompassing both <i>lex generalis</i> and <i>lex specialis</i>. This includes providing expert counsel on the MCAST Act and the drafting of internal bye-laws to ensure the College's regulatory framework remains current and effective. The remit extends to delivering day-to-day legal advice on a diverse array of matters related to the College's educational mission, as well as providing guidance on employment law, corporate law, and general administrative law. As a senior member of the management team, the Deputy Director leads on high-stakes regulatory and public law obligations, including the General Data Protection Regulation and the Data Protection Act. This involves ensuring robust privacy frameworks

	and advising on the processing of personal and special category data. Furthermore, the role involves managing the College's response to statutory requirements under the Freedom of Information Act and overseeing matters involving the Ombudsman, ensuring that all administrative actions meet the requisite standards of transparency, accountability, and procedural propriety. Through collaboration with the academic community, administrative units, and external professional advisors, the Deputy Director ensures MCAST remains legally resilient across all facets of its operations.
--	--

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.