

Legal Research Officer

Occupational Safety & Health Agency (OSHA)

Category: Environmental, Health & Safety

Location: St. Augustine

Employment Type: Full-time

Term: Contract

Salary: TTD \$18,800 (Monthly)

Closing Date: 22 April 2026

Job Description

This job requires the incumbent to assist the Legal Counsel in the research and interpretation of law. To conduct research and monitor existing laws and policies which come under the purview of the Occupational Safety and Health Legislation and also to advocate in the various Courts.

Key and Critical Responsibilities

- Appears as Instructing Attorney on behalf of the OSH Agency and Authority in the Industrial Court, Magistrates Court and any other Court of Law for the prosecution of employers/occupiers for breaches under the OSH Act or as is required.
- Prepares legal briefs for Legal Counsel.
- Assists Legal Counsel in pre-trial work such as case preparation, briefing of Safety and Health Inspectors and pre-trial conferences with all witnesses.
- Drafts all OSH complaints, improvement and prohibition notices, legal submissions and all other originating and interlocutory court documents.
- Researches legal authorities relating to the enforcement, interpretation and administration of the OSH Act and Regulations.
- Reviews all preliminary, interim and final investigation reports prepared by Safety and Health Inspectors to ensure compliance with all laws.
- Prepares legal opinions and gives advice on the day-to-day legal problems pertaining to the interpretation of the OSH Act and its supporting Regulations.
- Drafts agreements, contracts, memoranda of agreements and understandings as required under the OSH Act, leases and other legal documents.
- Drafts reports, Cabinet Notes, Board papers and other documents as required in the legal department.
- Drafts OSH Regulations and Codes of Practice to support the OSH Act based on a review of comparative legislation in other jurisdictions (particularly the UK Health and Safety Executive) with suitable amendments for local conditions.
- Sits as the legal representative on internal committees for each OSH Regulations and Code of Practice and assists in the stakeholder and public consultations for each OSH Regulation.

- Conducts research in highly specialized areas, and prepares reports considering the need for and development of safety and health codes of practice or guidelines.
- Receives and drafts responses to all applications under the Freedom of Information Act based on suitable legal precedents.
- Researches legal matters and issues that relate to industrial relations, employment or other areas of law as become necessary for the Agency's functions.
- Prepares legal advice on issues affecting the operations of the OSH Agency.
- Conducts searches in the Company Registry.
- Attends meetings internally and externally and takes minutes.
- Participates in all OSH public consultations and assists the Legal Counsel in conducting lectures, workshops and trainings for the Safety and Health Inspectors on current OSH laws or any changes.
- Attends conferences and workshops on issues relating to civil and criminal court proceedings or the enforcement of occupational safety and health law.
- Performs any other related duties as required.

Key Competencies

- Applicant must be a practicing Attorney at Law with a minimum of two (2) years work experience, or a recently graduated Attorney at Law with electives in employment, labour, and company law, OR have a related degree in law and social sciences with a combination of training in employment law, industrial relations, economics, business, sociology, or related disciplines.
- Experience in a research or policy development environment would be an asset.
- Training in occupational safety and health would be an asset.
- Knowledge of activities undertaken by the Occupational Safety and Health Agency.
- Thorough knowledge of the regulatory/supervisory structure of Occupational Safety and Health Authority and Agency.
- Excellent communication skills, written and oral, as well as analytical and negotiation skills.
- Strong interpersonal and organizational skills and the ability to prioritize and deal with the workload to meet deadlines.
- Ability to review complex documents and material and effectively absorb relevant content and assimilate this in a practical and coherent way.
- Any other relevant combination of qualifications and experience.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.