

POSITION ANNOUNCEMENT

JOB TITLE:	GENERAL COUNSEL
TYPE OF VACANCY:	SENIOR MANAGEMENT
DEPARTMENT:	BOARD OF TRUSTEES/OFFICE OF THE PRESIDENT
REPORTS TO:	BOARD OF TRUSTEES/OFFICE OF THE PRESIDENT
<p>INSTITUTIONAL PROFILE: Chartered on 10th November 2016, the University of The Bahamas (UB), the national university of the Commonwealth of The Bahamas, is a vital catalyst for national development. UB evolved out of The College of The Bahamas, which was established in 1974. In the process of its evolution, the institution's academic offerings have expanded through the introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB has four campuses two in New Providence Island Oakes Field and Grosvenor, one in Grand Bahama, and its research Centre, the Gerace Research Centre, in San Salvador. Additional sites are planned for throughout the archipelago.</p>	
<p>SUMMARY: The University is seeking to engage an experienced individual to perform duties as General Counsel.</p> <p>University of The Bahamas, a multi-campus, national system, is seeking nominations and applications for the position of General Counsel. As chief legal officer of the University of The Bahamas' system, the General Counsel provides legal services to the Board of Trustees and senior leadership. The General Counsel reports directly to the University's Board of Trustees and administratively to the President, provides legal guidance and counsel in executive and policy decision-making and serves as a member of the President's senior leadership cabinet. The General Counsel is responsible for leading the Office of the General Counsel, as well as outside counsel retained to represent the University.</p>	
<p>DUTIES AND RESPONSIBILITIES: The General Counsel must consistently perform the following duties:</p> <ul style="list-style-type: none"> ➤ Manages the University's legal representation in all litigation and administrative proceedings; ➤ Provides counsel and advice concerning compliance with laws of The Commonwealth of The Bahamas and all UB Act statutes and regulations affecting Tertiary Education and legal advice, including preventative legal services and legal representation in monitoring and resolving disputes that may lead to litigation; ➤ Subject to direction of the Board of Trustees and President, the General Counsel is responsible for resolving all legal claims and initiating and appealing all lawsuits and administrative proceedings; ➤ Manages outside counsel budgets, issues contracts for legal services and retains outside counsel on behalf of all University units. In extraordinary circumstances, the Board of Trustees may retain outside counsel independently; ➤ Provides administrative leadership to the Board of Trustees in litigation reviews; 	

POSITION ANNOUNCEMENT

- Serves as attorney to the Board of Trustees in legal matters and communicates legal issues and concerns to the attention of the Trustees, President, and senior leaders;
- Serves as the Board of Trustees' parliamentarian and as the Board's ethics advisor;
- The General Counsel also is responsible for reviewing all Board resolutions and policies for form and legality.

KNOWLEDGE, SKILLS & ABILITIES:

- Due to the unique status of the University of The Bahamas under the Constitution of The Commonwealth of The Bahamas, the General Counsel should be knowledgeable in the doctrine of Constitutional Autonomy and be able to provide advice, counsel, and legal support to the Board and President in this area;
- Additionally, the General Counsel maintains an appropriate framework for internal control to evaluate and protect the University's legal interests and reduce its legal risks. All University contracts relating to employment, purchasing, real estate, patents and technology marketing, sponsored research, external sales and other activities are subject to the General Counsel's review.

ESSENTIAL QUALIFICATIONS :

- High ethical standards with a strong commitment to legal ethics exhibited in knowledge and practice, and professional responsibility;
- J.D. LLB and /or LLM degree from an accredited law school;
- Maintains a high-level of respect within the bench and bar, and admitted to practice law in The Commonwealth of The Bahamas;
- At least 10 years as a practicing attorney in a sophisticated environment such as a large law firm, government agency, university, or non-profit or corporation;
- Significant leadership experience managing the work of attorneys and other professionals and/or in the representation of large complex and highly decentralized organizational clients with multiple stakeholder groups;
- Proven success in providing legal guidance in the context of complex organizations and a deeply held commitment to, and belief in, the value of collaborative decision-making;
- Experience directly managing or supporting leadership in managing controversial and high profile issues;
- Demonstrated success in leading, empowering, and delegating effectively to a successful team;
- Ability to work collaboratively and to communicate effectively, with multiple and diverse constituencies, such as faculty, staff, students, legislators, corporate partners, community leaders, the public, alumni, donors, and union leaders;
- Demonstrated commitment and contribution to fostering and advancing equity, diversity and inclusion;
- Exceptional analytical, interpersonal and written and oral communication skills, as well as sound judgment and personal and professional integrity;

POSITION ANNOUNCEMENT

- Visionary, strategic and inclusive leader committed to the highest standards of excellence.

Applicants should send the following documents listed below electronically via the email address:

- **A completed UB Employment Application Form** (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf);
- **A cover letter of interest highlighting work experience and accomplishments relevant to the position;**
- **Current Curriculum Vitae or Resume;**
- **The names and contact information of three professional references.**

Submit electronically to email Address: hrapply@ub.edu.bs

Attention: The President
University of The Bahamas
Poinciana & University Drive
Nassau, The Bahamas

Terms:	Contractual
Date Published:	May 4, 2018
Application End Date:	May 31, 2018
Date to be Removed:	June 1, 2018

The above statements are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required for the position of General Counsel.