



Falkland Islands Government – Job Description

Job Title:	Head of Legal Services		
Department:	Law & Regulation		
Reports to:	Attorney General	Grade:	Falkland Islands Government Grade – A1

Overall Purpose of the Role:

To lead the Legal Services Team within the Attorney General's Directorate to deliver an effective and efficient legal service to the Falkland Islands Government and to the Government of South Georgia and the South Sandwich Islands.

As part of the Directorate's management team to support the leadership of the whole directorate, which includes Regulatory Services (including civil aviation regulation) and Registry Services.

To assist the Attorney General in the delivery of their duties, and to deputise for him/her as and when required.

Role Specific Accountabilities

- To ensure timely and accurate legal advice is provided by your team across the whole of the Falkland Islands Government and the Government of South Georgia and the South Sandwich Islands
- To ensure the Service's budget is properly managed in accordance with the financial instructions of the Falkland Islands Government
- To lead the team and ensure effective performance management and personal development
- To support the Attorney General and the Statute Law Commissioner and Head of Legislation in the delivery of the Government legislative drafting programme and law revision and law reform programmes, in particular:
 - by ensuring the appropriate delivery of legal advice during all stages of those programmes (including the policy development and legislative drafting stages); and
 - through participation in the quality processes which aim to ensure the highest standard of legislation is produced
- To contribute to Directorate leadership and management
- To represent the Attorney General on committees and inter-disciplinary working groups, so as to contribute to the formulation of Government policy and to secure the proper operation of such bodies in accordance with the law and Constitution of the Falkland Islands
- To deliver a substantial and varied personal workload providing advice to the Governor, Executive Council, Legislative Assembly, the Chief Executive, Government Departments, statutory corporations and public officers on a very wide range of subjects. You may be called to advise upon any area of law including public law and human rights, contractual obligations, criminal, employment, and police law, child protection, tort, and civil liability, maritime, aviation, property, planning, customs and immigration, commercial, environmental, agricultural, mineral, licensing, and public international law and conveyancing.



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Role Specific Accountabilities (Continued)	
<ul style="list-style-type: none">• As Head of Team to appear as an advocate in criminal and civil proceedings before the Summary Court, the Magistrate’s Court and the Supreme Court of the Falkland Islands, particularly to cover matters during the holidays or other absences of specialist staff• To instruct and manage overseas counsel when authorised to do so e.g. in cases of appropriate complexity• To conduct civil litigation (including arbitration proceedings) on behalf of the Crown and statutory corporations• To draft contractual documentation and memoranda of understanding• To prepare papers for the consideration and information of Executive Council e.g. with regard to matters of legal policy• To assist Directorates in the preparation of Executive Council papers; in particular advising on legal implications• To sit on tender boards, as and when required• To act as Commissioner for Oaths and Notary Public• To undertake such other duties as may be assigned by the Attorney General• To deputise effectively and efficiently for the Attorney General in the performance of their duties <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>	
Additional Information	
<p>You must be prepared to acquire as quickly as possible a good working knowledge of the general laws of the Falkland Islands (including the Constitution, local primary and secondary legislation and also relevant UK legislation as it applies to the Falkland Islands), and to familiarise yourself with the functions of the Falkland Islands Government.</p> <p>Whilst both the law and court systems are based on English law and the English court systems, there are many unique elements which the job-holder will be required to grasp at an early stage.</p>	



Falkland Islands Government – Job Description

Falkland Islands Government – Person Specification			
Criteria	Essential	Desirable	Assessment Method
Experience / Evidence:			
Good quality broad based knowledge and experience as a solicitor or barrister including public law and human rights, the law of contract, criminal law, tort and civil litigation.	✓		A/I
Experience of drafting contracts.	✓		A/I/R
Experience of advocacy experience before courts and/or tribunals	✓		A/I
Highly developed interpersonal skills	✓		P/I/R
Articulate and persuasive and an excellent communicator	✓		P/I/R
Computer literate	✓		A
Able to organise and prioritise own workload and to meet tight deadlines.	✓		I/R
Highly methodical, displaying careful attention to detail	✓		A/R
Central or local government or equivalent experience		✓	A/I
Managerial experience		✓	A/I
Budget management experience		✓	A/I
Experience in legislative policy development and legislative drafting		✓	A/I
Personal Attributes			
Leadership and team building skills	✓		I/R
Able and committed to supporting and assisting in the personal development of team members	✓		I/R
Flexible and adaptable	✓		I/R
Analytical	✓		I/R
Proactive	✓		I/R
Able to use initiative, work unsupervised and be self-motivated	✓		I/R
Demonstrate sound judgement	✓		I/R



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Falkland Islands Government – Person Specification			
Criteria	Essential	Desirable	Assessment Method
Personal Attributes (Continue)			
Calm and self-controlled	✓		I/R
Able to work under pressure and to deal with difficult situations	✓		I/R
Able and committed to working in a multi-disciplinary environment	✓		I/R
Personal Impact			
Smart professional appearance	✓		P/I
Articulate	✓		P/I
Pleasant and helpful	✓		P/I
Capable of inspiring confidence in others	✓		P/I/R
Other Criteria			
Willing and able to travel within and outside the Islands, when required	✓		I
Willing and able to work outside normal working hours, when required	✓		I
Willing to attend official functions, when required	✓		I
Education and Qualifications:			
Admitted as a solicitor or called to the Bar in a Commonwealth country or in the Republic of Ireland	✓		A
Qualified solicitor or barrister with a minimum of 7 years post qualification broad based experience.	✓		A
Honours Law Degree		✓	A

Method of assessment:

A - Application Form
P – Presentation

I - Selection Interview
R - Reference