

JOB SPECIFICATION

GRADE: Legal Assistant

DEPARTMENT: European Union and International Department

RESPONSIBLE TO: Head EU Draftsman

JOB PROFILE:

The successful applicant will be given exposure during their time in the EUID to the process of drafting laws in all the areas where the Gibraltar Parliament has competence and will include assisting in the preparation of draft legislation and in the provision of advice to Ministers and Government departments in legislative matters.

The role will include the following, inter alia:

- Assist in the preparation and drafting of primary and subsidiary legislation.
- Research and analyse European Union and other international instruments and assist in assessing implementation issues.
- Provide legal advice, guidance and assistance to Ministers and Government Departments, Public Authorities and Agencies on legislative matters.
- Undertake any other duties commensurate with the post as may be required by the Head EU Draftsman.

PERSON SPECIFICATION – LEGAL ASSISTANT

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	The Legal Assistant must have qualified as a Barrister and either have been called to the Bar in Gibraltar or eligible to be called to the Bar.	Knowledge of the European Union, administrative and public law matters.
Key Skills:	Demonstrate strong intellectual ability. Approach and analyse a wide range of problems. Must have good oral and written skills. Be able to prioritise work, and to work under pressure. Display initiative. Deal with the general public in an appropriate manner at all times. Be able to work as part of a team, approach and analyse a wide range of problems.	Computer literate.