

JOB SPECIFICATION

GRADE: Crown Counsel

DEPARTMENT: Government Law Offices, Office of Criminal Prosecutions & Litigation

RESPONSIBLE TO: Director of Public Prosecutions

JOB PROFILE:

The post holder must be able to work on his/her own, or as part of a team with case management responsibilities. He/she must have advocacy skills and be prepared to take on cases before the Supreme Court of Gibraltar in addition to those in the Magistrates' Court. The post holder is also required to undertake civil litigation and provide general legal advice to Government Departments, Authorities, and Agencies on a wide range of civil service and public law matters.

The role will include the following:

- Review, prepare and prosecute criminal cases both in the Magistrates' Court and Supreme Court of Gibraltar.
- Undertake civil litigation and provide connected legal advice.
- Advise the Royal Gibraltar Police, HM Customs and other prosecuting authorities on pre-charging decisions, bail, evidence, legislation and procedures.
- To form part of a Magistrates' Court roster dealing with the court's daily list.
- Review and prosecute matters set down for committal to the Supreme Court.
- Appear with other members of the Office before the Supreme Court and Court of Appeal in criminal or civil cases.
- Advise on pre-litigation procedures and review, prepare and lead on disciplinary and Industrial Tribunal matters.
- Provide legal advice, guidance and assistance to Government Departments, Authorities and Agencies particularly in areas where litigation may arise.
- Represent any Government Department, Authority and/or Agency in the Magistrates' Court and Supreme Court.
- Undertake any other duties commensurate with the post as may be required by the Director of Public Prosecutions.

PERSON SPECIFICATION – CROWN COUNSEL
OFFICE OF CRIMINAL PROSECUTIONS & LITIGATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications:	The Crown Counsel must be a Barrister or Solicitor who is entitled to practice in Gibraltar.	
Experience:	Relevant practical experience in litigation including crime.	Five years post qualification experience.
Knowledge:	Knowledge of civil litigation, civil service and public law matters and relevant legislation is an advantage.	
Key Skills:	<p>Able to demonstrate strong intellectual ability.</p> <p>Ensure efficiency and time management skills and that deadlines are met adequately.</p> <p>Possess excellent written, organisational and communication skills at all levels, interpersonal skills and advocacy.</p> <p>Display initiative.</p> <p>Deal with the general public in an appropriate manner at all times.</p> <p>Be able to approach and analyse a wide range of problems, and think on their feet whilst in Court.</p> <p>Understand the relevant laws in their social setting and foresee the consequences of changes to the law.</p> <p>Be able to work as part of a team, approach and analyse a wide range of problems.</p> <p>Be able to prioritise work, and work under pressure.</p>	<p>Bilingual in English and Spanish.</p> <p>Computer literate.</p>
Other requirements:	Substituting for higher grade when required.	Available to work on occasions, as required, after normal working hours.