

JOB SPECIFICATION

GRADE: Crown Counsel

DEPARTMENT: Government Law Offices (Office of Parliamentary Counsel)

RESPONSIBLE TO: Parliamentary Counsel

JOB PROFILE:

The post holder will work in the Office of Parliamentary Counsel (OPC), which together with the Office of Advisory Counsel and the Office of Criminal Prosecutions and Litigation form the Government Law Offices (GLO). The Attorney General is the head of the GLO. The post holder will work under the direction of the Parliamentary Counsel and will be required to draft primary and subordinate legislation on any matter that falls within the constitutional competence of the Government. The post holder must be able to analyse legal issues and, where necessary, provide advice to Ministers and departments. The post holder must have very good writing and communication skills.

The post holder must be able to undertake research on domestic and international legislation.

The role will include the following:

- Drafting primary and subordinate legislation.
- Analysing existing legislation and advising accordingly.
- Consulting Government departments to fully understand the policy requirements and to work with them to turn that policy into draft legislation.
- Advising Ministers and Government departments on existing and draft legislation.
- Assisting the Attorney General and Parliamentary Counsel as and when required.
- Undertake any other duties commensurate with the post as may be required by the Attorney General or Parliamentary Counsel.

PERSON SPECIFICATION – CROWN COUNSEL (GOVERNMENT LAW OFFICES (OFFICE OF PARLIAMENTARY COUNSEL))

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	The Crown Counsel must be a Barrister or Solicitor who is entitled to practice in Gibraltar.	
Experience:	A minimum of 5 years post qualification experience in the legal profession.	Previous drafting experience. Experience in public international law.
Knowledge:	Knowledge in a broad range of legal matters.	
Key Skills and Behaviours:	<p>Strong intellectual ability and be able to approach and analyse a wide range of problems.</p> <p>Understand the relevant laws in their social setting and foresee the consequences of changes to the law.</p> <p>Ensure efficiency and time management skills and that deadlines are met adequately.</p> <p>Possess excellent organisational, interpersonal and communication skills at all levels.</p> <p>Display initiative.</p> <p>Be able to work as part of a team or independently, especially with departmental leads.</p> <p>Be able to prioritise work, and work under pressure.</p> <p>Must be able to confidently use basic word processing programmes.</p> <p>Must be able to work outside normal working hours in order to meet deadlines.</p>	