



# LEGISLATIVE DRAFTING OFFICE

## Legislation Editor

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**Department:** Legislative Drafting Office

**Division:** n/a

**Reports to:** Senior Legislative Drafter

**JE Ref:** LOD100

**Grade:** CS12

**JE Date:** 25/07/2019

### Job purpose

Responsible for providing specialist editorial and database management functions to the Legislative Drafting Office. This includes developing and supporting procedures and systems to enable the provision of high quality and timely draft and enacted legislation to Government, the courts and the public.

Provides day-to-day oversight of the executive running of the Office, as well as developing and managing information resources and related material to ensure the provision of the highest quality and legally sound legislation to Government, the courts and the public.

Supervises administrative staff and trains and guides all staff in editorial quality for legislation.

### Job specific outcomes

1. Performs specialised editing services by reviewing and revising texts and developing procedures to ensure that draft legislation to be presented to the States or made by a Minister is high quality and consistent with the Jersey statute book and modern legislative style.
2. Responsible for co-ordinating, developing and maintaining the database of Jersey's laws, ensuring that the Jersey legislation website is maintained to a high standard and published to appropriate deadlines so that the laws of Jersey are reliable and kept up-to-date and available for use by Government users, the courts and the public.
3. Responsible for assessing, co-ordinating, tracking and applying statutory legislation revision powers to maintain the accuracy and currency of Jersey laws.
4. Assists the Principal Legislative Drafter with the preparation of routine draft legislation in accordance with relevant legislation and procedures to enable the Office to meet legislative programme requirements.
5. Monitors the making and commencement of Jersey laws to ensure that legislation is progressed in a timely manner and brought into force as appropriate in Jersey.
6. Manages the Legislation Clerks and trains, directs and supervises any temporary administrative staff employed to meet peak workloads to appropriate standards.



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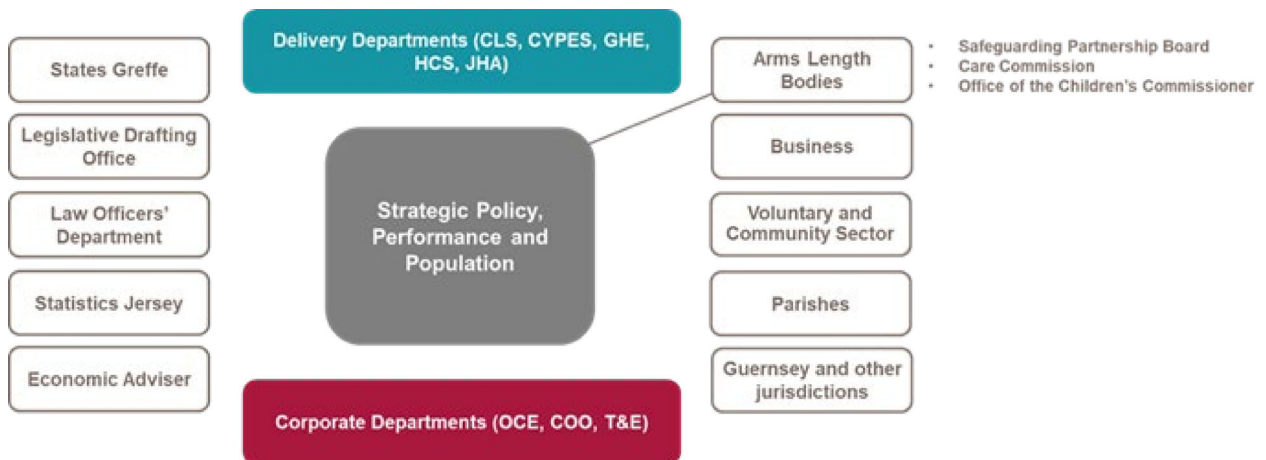
7. Responsible for developing and promoting information management systems to ensure the quality and efficacy of legislation, and trains and supports drafting and other staff in their use.
8. Runs the executive side of the Office, including budget and contractor management and other administrative functions such as Data Protection registers, to enable the effective and efficient running of the Office.

## Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role does not have statutory responsibilities, however the authorisation of legislation is provided for under statutes and this role monitors, manages and prepares that legislation and co-ordinates the authorisation process.

## Organisational structure





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## Person Specification

### Specific to the role

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Bachelor's Degree in Communications, English, Library Science, Journalism, Law or other relevant discipline, or the equivalent analytical and English skills or experience.	
<b>Knowledge</b>	Very high level of understanding of the rules of English grammar, syntax etc.	Knowledge of the structure and operation of Jersey legislation or that of another jurisdiction.
<b>Technical / Work-based Skills</b>	Strong computer skills to maintain and develop legislation and knowledge management processes.  Familiarity with requirements for budget monitoring and planning.	Familiarity with legislative terminology and the revision powers in Jersey legislation.
<b>General Skills/Attributes</b>	Excellent attention to detail, concentration and communication skills, strong judgment, analytical, organisational, problem-solving and negotiation skills.  High degree of expertise and accuracy in editorial and computer work.	
<b>Experience</b>	Extensive experience of writing, analysing, proofreading or editing complex texts or documents.  Experience of managing and training others.	Previous experience in a role editing or analysing complex documents, or in a legal or information management environment, or a proven track record in an environment managing legislation.



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## **Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.