

Assistant Legal Adviser

Department:	Law Officers' Department	
Section:	Civil or Criminal	
Reports to:	Legal Adviser, Senior Legal Adviser or Principal Legal Adviser	
JE Ref:	LOD1008	
Grade:	ALA1-5	JE Date: 21/12/2015

Job purpose

An Assistant Legal Adviser provides legal support to the Law Officers and legal advisers in order to meet the objectives of the Law Officers' Department (LOD) which are to:

- provide legal advice to the Government, the States Assembly and the Crown;
- provide an independent public prosecution service for the Island;
- protect the interests of the Crown and Government in civil proceedings;
- help safeguard children and adults at risk;
- enable the forfeiture and confiscation of the proceeds of crime;
- assist overseas law enforcement agencies;
- carry out the statutory and customary law duties of the Attorney General.

Job specific outcomes

Carrying out detailed legal research, often on complex legal questions, regarding statutory and customary law and case law, to assist the Law Officers and legal advisers.

Preparing legal opinions, both written and oral, for Law Officers or legal advisers.

Preparing for court hearings, drafting legal papers and correspondence, and attending hearings before the Court and Tribunals as appropriate.

Liaising with, and where appropriate providing advice to, States Departments and other public authorities, including the Honorary Police and Regulatory Bodies.

Keeping abreast of current legal developments including new legislation and case law from both Jersey and England and Wales to ensure accurate presentation of information to the Law Officers and legal advisers.

Ensuring adherence to LOD (Lexcel) and States administrative procedures and policies, working within delegated authorities.

Working in a 'digital first' manner, maintaining records electronically in the LOD's practice management system and delegating tasks to administrative staff.

Providing training for external departments and stakeholders, as required.

Carrying out such other duties as the LOD may reasonably request.

Statutory responsibilities

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

This role is politically restricted at grades ALA5/2 and ALA5/3. At these grades the jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

States of Jersey Public Sector

Government Departments

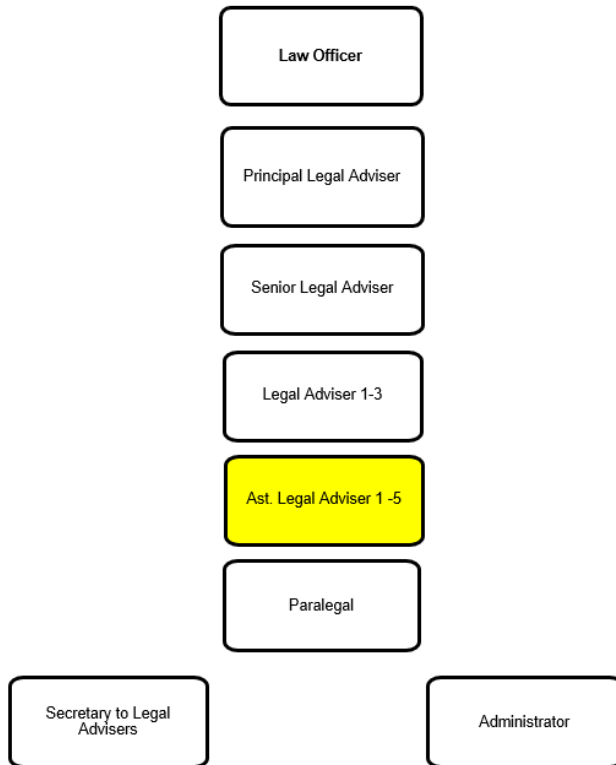
Customer and Local Services
Children, Young People, Education and Skills
Economy
External Relations
Health and Community Services
Infrastructure, Housing and Environment
Justice and Home Affairs
Strategic Policy, Planning and Performance
Treasury and Exchequer
Office of the Chief Executive

Non-Ministerial Departments

Bailiff's Chambers
Judicial Greffe
Law Officers' Department
Office of Lieutenant Governor
Probation and Aftercare
States Assembly
Viscount's Dept

Organisation chart

Law Officers' Department



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Law degree or a law conversion course	Professional legal qualification (eg English solicitor or barrister or Jersey advocate or solicitor)
Knowledge	Knowledge of Jersey's constitutional position	

	<p>and system of government.</p> <p>Knowledge of Jersey's court procedures.</p> <p>Maintaining knowledge of new legislation and case law, including CPD requirements where relevant.</p>	
Technical / Work-based Skills	<p>Ability to carry out legal research efficiently and to present results with clarity.</p> <p>Formulation of legal arguments.</p> <p>Highly proficient use of Microsoft 365.</p>	<p>Experience of law firm Practice Management Systems and legal research resources.</p>
General Skills/Attributes	<p>Working to deadlines including lodging dates and court document filing dates.</p> <p>Prioritising work according to its complexity and deadline.</p> <p>Effective and flexible planning such that there is ability to deal with conflicting demands as priorities shift at short notice.</p> <p>Excellent written and oral communications skills required in order to explain legal arguments with clarity and precision.</p>	
Experience	<p>Relevant legal experience obtained</p>	

	<p>either in a public law sector or in private practice.</p> <p>Experience in the preparation and presentation of legal arguments, with the ability to demonstrate an aptitude for applying legal theory to practice.</p> <p>Experience of handling specific areas of law, with the ability to absorb and interpret information quickly and accurately.</p>	
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