



LEGISLATIVE DRAFTING OFFICE

Legislation Clerk

Department: Legislative Drafting Office

Division: Legislative Drafting

Reports to: Legislation Editor

JE Reference: LOD101

Grade: CS08

JE Date: 21/04/2020

Job purpose

Responsible for finalising draft legislation to be made by a Minister or presented to the States Assembly that has been drafted by the legislative drafters, using specialist software and performing editorial functions in relation to drafts as delegated by the Legislation Editor to enable the provision of high quality legislation to Government, the courts and the public.

Assists the Legislation Editor in maintaining the legislation databases, both internal and on the external Jerseylaw.je website, 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.

Job specific outcomes

Ensures the correct formatting of draft legislation prepared by the legislative drafters using specialised macros. Prepares and processes hard copies of Ministerial Orders for signature and prepares versions of draft Regulations and Laws for lodging by officers of the States Greffe; incorporates any amendments made by the States before finalising the Regulations and prepares a Royal Assent version of draft Laws. The outcome is that final versions of legislation are completely accurate and produced in a timely manner so that legislation that is passed is of the highest quality as to content and appearance.

Prepares enacted legislation for publication to the public website of Jersey legislation (<https://www.jerseylaw.je/Laws>) and printing, manages web content and uploads documents to the website in a timely manner to ensure public access to up-to-date legislation.

Prepares consolidated versions of legislation as instructed by the Legislation Editor and uploads them to the public website of Jersey legislation (<https://www.jerseylaw.je/Laws>) promptly so users can view all legislation as it currently has legal effect.

Prepares editorial reviews of draft legislation or undertakes database management functions as delegated by the Legislation Editor or as required in the absence of the Legislation Editor.

Prepares and processes publishes official notices for publication of legislation in the Jersey Gazette to bring them to the attention of the public as required by law.

Supports new and existing legislative drafters in using the legislation template and assists them to familiarise themselves with the procedures involved in producing Jersey legislation so they can produce draft legislation as quickly as possible.



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Acts as first point of contact and answers or distributes telephone and e-mail enquiries from other departments, politicians and the public to ensure routine queries are dealt with promptly and efficiently.

Maintains the Legislative Drafting Office legal reference library by categorizing, filing, storing and arranging for the binding of legal texts and legislation and ordering new publications as requested by the Principal Legislative Drafter so that the drafters have easy access to legal materials to support their work.

Maintains up-to-date procedural information and other resources for reference by all Legislative Drafting Office staff to ensure legislation is produced to high standards.

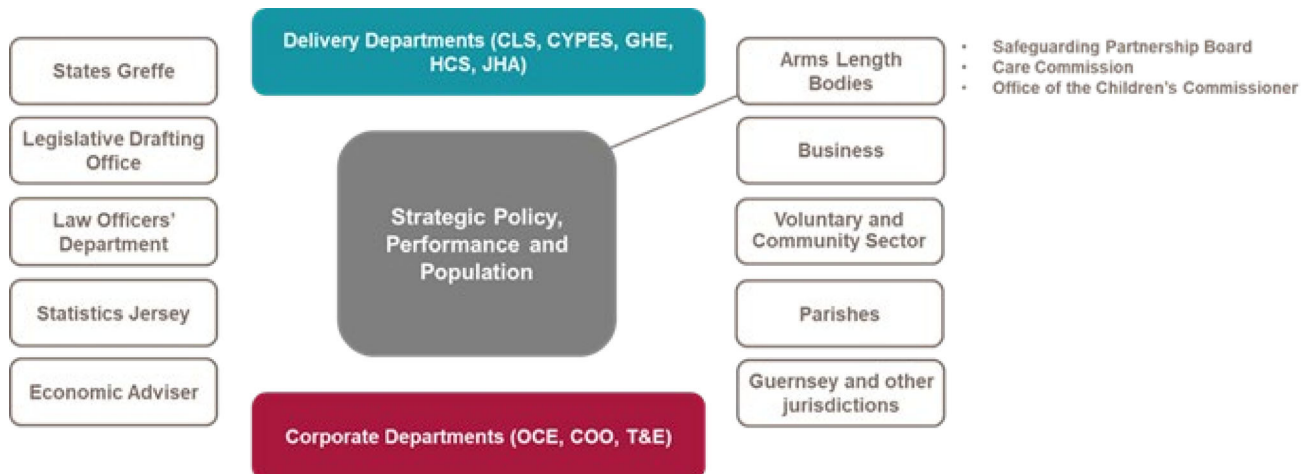
Performs such other duties essential to the running of the Legislative Drafting Office as the Principal Legislative Drafter or the Legislation Editor may direct, including corporate support.

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 and publication of legislation is provided for under statutes and this role is responsible for the preparation of legislation and notifications for publishing in the Jersey Gazette as currently required by law.

Organisational structure





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Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	A level or equivalent experience to demonstrate excellent command of English .	
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i>	Very high level of understanding of the rules of English grammar and syntax. High level keyboard skills and computer literacy, including understanding of MS Office applications, including Word and Excel. Ability and willingness to acquire knowledge and understanding of the procedures of the States Assembly and the way legislation is made in Jersey	Knowledge and understanding of, and interest in, the procedures of the States Assembly and the way legislation is made in Jersey. Knowledge and understanding of legal terminology.
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle licence etc.</i>	Strong computer skills. Ability to adapt to new software and case management applications.	Experience in web publication or knowledge management software



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<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent attention to detail, and high degree of accuracy, concentration and organisational skills.</p> <p>Effective written and oral communication skills.</p> <p>Ability to maintain confidentiality and discretion at all times.</p> <p>Excellent time management skills and ability to work methodically in a pressured environment dealing with a number of complex matters.</p> <p>Capable of working methodically on own initiative while prioritising own workload.</p> <p>Willingness to help with a variety of tasks and respond at short notice.</p> <p>Ability to build and maintain positive and productive working relationships.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>A minimum of 3 years' experience of administrative and organisational work, including editing and/or producing documents, or a demonstrably high aptitude for this work.</p>	<p>Previous experience in a senior administrative role involving working with MS Office applications; experience of a legal environment and case management systems such as Prescient +.</p>

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 5 core accountabilities attributes and behaviour indicators.