

Magistrate's Court Greffier

Department: Judicial Greffe

Section: Magistrate's Court

Reports to: Judicial Greffier

JE Ref: SG1015.1

Grade: CS14

JE Date: 26/04/2022

Job purpose

As member of the Judicial Greffe's Senior Management Team with responsibility for the lower courts, direct and control all aspects of the operations of the Magistrate's Court, Petty Debts Court and the Youth Court, and set strategic aims and goals that are aligned with those of the Judicial Greffe and Government of Jersey (where applicable). The post holder is effectively the Chief Officer of the Magistrate's Court Greffe, including being the budget holder (in accordance with the [Public Finances \(Jersey\) Law 2019](#)).

The range of work covered includes criminal (both adult and youth), civil litigation (claims up to £30k), tenancy disputes and enforcement of court ordered maintenance. The criminal law procedure in the Magistrate's Court is governed by the [Criminal Procedure \(Jersey\) Law 2018](#) which is based on the Criminal Justice Act 2003.

Job specific outcomes

Act as principal adviser to all Magistrates (including part-time Relief Magistrates), Youth Panel members and other court users on matters of legal procedure and public administration, including during court sessions whilst sitting as Greffier (Clerk of Court), ensuring that all statutory requirements for the operation of the Magistrate's Court, Petty Debts Court and Youth Court (the lower courts) are complied with.

Manage and allocate the work of the Deputy Magistrate's Court Greffier, particularly in relation to organising and controlling all operations of the lower courts, and recruiting, training and motivating staff to meet the standards required to maintain and enhance efficiency, integrity and dignity of the courts. At the same time, act as the conduit between staff and the Magistrates.

Working with both the Judicial Greffier and the Magistrates, develop and implement policies to ensure effective and efficient delivery of services, and for the provision of procedural advice and guidance to advocates, legal advisers, litigants-in-person, Honorary Police, members of the public and other stakeholders.

Working with the Magistrates, develop and implement policies in line with changes in legislation, analysing potential implications and advising the Judicial Greffier and court users, as appropriate, of any potential impact on resources, procedures and sentencing.

Exercise the judicial function of Taxation Officer (evaluation of reasonable legal costs awarded to successful parties) for the lower courts, ensuring that all judgments are based on judicial principles and supported by reasoned argument, legislation and case law.

Develop, maintain and act upon robust key performance indicators and service level agreements, with suitable statistical analysis processes, to monitor success and identify areas of potential inefficiency.

Act as first point of contact for all political questions regarding the lower courts, providing written answers if necessary and attending Scrutiny Panels as required.

Take ultimate responsibility for the accurate recording of all court decisions and dissemination of Acts of Court to required agencies, and for the safe keeping of all court records and confidential material.

Act at Chief Officer level in relation to responsibility for all resource issues in the Magistrate's Court Greffe (including management of 14 members of staff, finance and premises). As budget holder, be responsible for an annual net revenue budget of £1.53 million (2022).

Act as line manager to the Deputy Magistrate's Court Greffier. Ensure that appropriate training and development of the Deputy Magistrate's Court Greffier enables that post holder to assume the duties of the Magistrate's Court Greffier in the absence of the latter.

Oversee operational functions of the Magistrate's Court which support the effective and efficient delivery of its core services and judicial functions, including business continuity, risk management, wellbeing and health and safety.

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. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

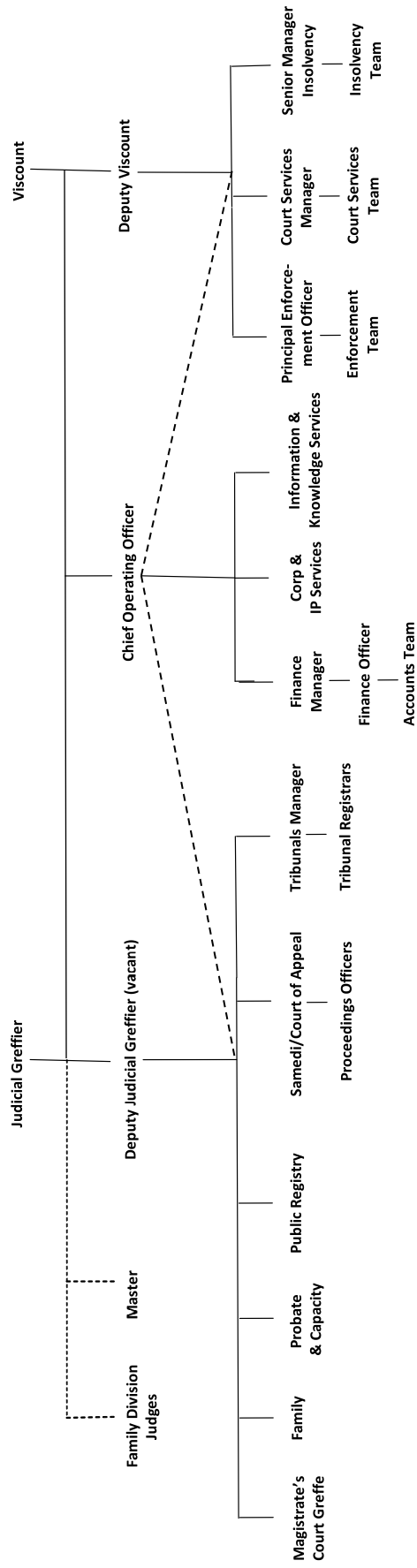
Organisational structure

The Magistrate's Court Greffe is responsible for the administration of the Island's lower courts. Its goal is to maximise the efficiency and effectiveness of this area of the judicial system. The Magistrate's Court Greffier is required to provide leadership (additional to the judicial functioning of the Magistrates) to the lower courts. In fulfilling this responsibility, the post holder is expected to make a major contribution to a number of cross-departmental bodies (including the Criminal Justice System Board and the Legal Aid Guidelines Advisory Committee) in ensuring that the law and legal processes in this area become more accessible to the public, and that an increasingly integrated legal system is developed.

The Magistrate's Court Greffier plays a key role in maximising integration between the lower courts and the Royal Court and between judicial departments, requiring a high degree of initiative and forward thinking in achieving this aim, allied to the exercise of strong persuasive, negotiating and communication skills. The post therefore has a significant involvement in public sector reform initiatives and associated work streams, and the attainment of States' strategic objectives.



Court Service Functional Organisation



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to degree level in a law-based discipline or possess a legal professional qualification (advocate, barrister, solicitor or similar).</p> <p>Demonstrable evidence of substantial senior managerial experience.</p>	<p>Managerial qualification, or membership of an appropriate professional body.</p>
Knowledge	<p>A good knowledge and understanding of legal processes in Jersey (both criminal and civil), or a comparable jurisdiction, to a standard capable of giving timely and accurate procedural advice to stakeholders.</p> <p>Familiarity with and experience of HR policies in a large organisation (whether Public or Private).</p> <p>Understanding of financial management and processes (preferably Public Sector).</p>	<p>A knowledge of relevant IT systems and solutions used in the administration of courts, including databases and emerging technologies applicable to the courts.</p>
Technical / Work-based Skills	<p>Practical experience of the Jersey Court system (or the court system in a comparable jurisdiction), a sound knowledge of court procedures and the ability to explain and commun-</p>	

	<p>icate this information to stakeholders and staff.</p> <p>Excellent communication and inter-personal skills to deal with people in an informed, reliable and sympathetic manner.</p> <p>Be able to identify areas for improvement, assist with implementing change and as far as possible anticipate and prepare for anything that may influence the courts in the Magistrate’s Court Building and their future operations.</p> <p>Demonstrable ability to make difficult and challenging decisions that support strategic aims.</p> <p>Ability to communicate effectively at all levels and converse with members of the legal profession and senior members of the Courts in Jersey.</p> <p>Operating effectively at Chief Officer level, work unsupervised and prioritise, plan and organise daily workload of the lower courts.</p> <p>Ability to understand the practical application (in all courts) of a wide range of judicial decisions, legislation and rules and regulations.</p>	
<p>General Skills/Attributes</p>	<p>Possess the necessary management skills to motivate and influence staff in order to achieve the best results for the courts.</p>	

	<p>Proven track record in change management, including implementation, monitoring and seeing change initiatives through to completion.</p> <p>Strong leadership and motivation skills, and the ability to work well in, and effectively lead, a team.</p> <p>Strong time management skills.</p> <p>Ability to work quickly and accurately, and to source and locate legal precedent rapidly to assist the Court.</p> <p>Strong oral and written communication skills, including some experience in legal drafting.</p>	
Experience	A minimum of 5 years' experience of working at a senior management level in a public service or legal environment.	

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 3 core accountabilities, attributes and behaviour indicators.