

ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Legal Advisor to Ascension Government (Crown Counsel)

DEPARTMENT: Attorney General's Chambers

REPORTS TO: Attorney General

GRADE: 1

JOB PURPOSE:

1. To contribute towards a government legal service which has seen a considerable increase in work in the Attorney General's Chambers. The post holder will be expected to provide timely and effective advice on the issues allocated to him/her.
2. To support the drafting of primary and secondary legislation.
3. To assist in the continuing development (from an Ascension Island perspective) of a strong and dynamic Attorney General's Chambers that responds proactively to any legal issues that may arise on Ascension Island.
4. To provide and support an effective service in the prosecution of criminal cases, and in the conduct of civil litigation by or against the Government.

Main Duties:

Under the general supervision of the Attorney General / Solicitor General Crown Counsel will:

1. Undertake civil litigation brought by, or against, the Crown, as required;
2. Provide general legal advice, including the provision of opinions to The Administrator and to Departments within the Government;
3. Undertake the drafting of contracts/agreements and other legal instruments, including if required, being involved in any negotiation process leading up to the preparation of such contracts/agreements;
4. Be available for consultation by the Island Council not least by attendance at its formal meetings (and on occasion stand in for the Attorney General / Solicitor General);
5. Assist with legislative drafting;
6. Advise on and conduct, if necessary criminal prosecutions;
7. Be involved in legal issues in public or other consultative processes at different fora, including where new legislation is being discussed, and to provide

information/explanations concerning the general principles of such legislation and including, but not limited to, assistance in relation to queries or questions arising from the interpretation, construction or intended application of such legislation;

8. Generally to assist the Solicitor General and the Attorney General with the discharge of their responsibilities to provide a comprehensive legal service to the Ascension Island Government, and to perform any duties or undertake any task as may be reasonably requested by the Solicitor General and the Attorney General in furtherance thereof.
9. To be a member of the Ascension Island Safeguarding Children Board, providing legal advice as well as assisting in the review and development of policies and procedures.

PERSON SPECIFICATION:

Essential:

1. Solicitor or Barrister (or equivalent in a Commonwealth Jurisdiction) with at least five years post-qualification experience in both civil law and litigation (including advocacy);
2. Good IT skills, especially (but not limited to) Microsoft Word.
3. Excellent negotiation and influencing skills.

Desirable:

4. Experience of legislative or regulatory drafting
5. Experience in providing legal advice to local, island or central government;
6. Experience in employment law and litigation.

A dynamic proactive style of work is as important to this position as specific competencies. Crown Counsel should be a “self starter” who can be relied upon to deliver outputs with general supervision from a distance.

REPORTING

Crown Counsel will report to the St Helena-based Solicitor General, who will be the Crown Counsel’s Line Manager and ultimately, to the Attorney General. Day to day oversight and direction will also be given by the Administrator of Ascension Island.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.