Falkland Islands Government – Job Description

Job Title:	Legal Policy Adviser

Department:	Law & Regulation	**Section:**	Government Legal Services

Immediate Supervisor:	Head of Legal Services

Grade:	Falkland Islands Government Grade – B

Job Purpose

Provide support, guidance and expert advice, including legal advice, to colleagues across the Government to facilitate the development of Government policy, and in particular the implementation of policy through legislation.

Main Accountabilities:

- Work closely with colleagues across the Government to provide expert advice, including legal advice; to facilitate the development of Government policy on a wide range of subjects.

- Plan and conduct research and analysis in support of new policy development, which may include complex or novel legal issues/questions.

- Facilitate consultation with appropriate stakeholders with regard to proposals for new legislation including the amendment and repeal of existing legislation.

- Work closely with directorates across the Government to provide advice and guidance in any matter requiring a change in the law (primary and secondary legislation). In particular to provide support for the development of high quality drafting instructions.

- Prepare high quality written materials for internal and external audiences including "white paper" policy proposals, "green paper" consultation papers, Executive Council papers and reports.

- Engage with politicians, FIG departments and subject matter experts (which may include external experts contracted by the Directorate) throughout the process of policy development, project design and implementation.

- Lead Law and Regulation Directorate policy projects as required.

- Deliver training to colleagues across Government to increase their capacity and confidence to develop policy and produce drafting instructions.

- Assist with the development and maintenance of guidance documents and related materials to support and strengthen the policy to legislation process.

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Main Accountabilities Continued:

- Support colleagues to develop and implement activities to evaluate the effectiveness and quality of policies and legislation implemented.

- Support the Attorney General, Head of Legal Services and Head of Legislation in the management and provision of legal advice and the Government's legislative drafting programme.

The job description is not an exclusive or exhaustive definition of your duties. You must undertake such additional or other duties as may reasonably be required by the Falkland Islands Government commensurate with your role and grade.

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Person Specification:	Legal Policy Adviser			

Criteria	Essential	Desirable	Assessment Method
Education and Qualifications:			
A bachelor's degree (or equivalent) in a relevant subject area which might include public policy, politics, government, international relations or law	✓		A
Qualified to practice for at least 5 years as solicitor or barrister in the United Kingdom, Ireland, or in a Commonwealth Country	✓		A
Post graduate qualification or post graduate research experience in a relevant subject area such as politics, public policy, government, international relations or law		✓	A
Knowledge/Experience/Skills:			
At least 5 years successful public sector policy experience (equivalence in academia will be considered)	✓		A/I/R
Demonstrated ability to work both in teams and independently	✓		A/I
Excellent influencing and problem-solving experience	✓		A/I
Excellent verbal and written communication – ability to express ideas and impart key messages clearly, concisely and effectively	✓		A/I
Excellent report writing	✓		A/I
Excellent organisation and project management skills with experience of coordinating projects with a range of stakeholders	✓		A/I
Experience of developing high quality policies on a range of legal specialisms	✓		A/I
Good interpersonal skills with the ability to build effective working relationships and to provide advice and collaborate with individuals at all levels across government and with external stakeholders	✓		A/I
High level of analytical skills including the ability to effectively analyse complex information and use it to make robust policy recommendations	✓		A/I
Experience of organizing, developing and conducting training	✓		A/I
Proficient in the use of MS Office programmes Word, Excel and Power Point, Outlook	✓		A/I

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Criteria	Essential	Desirable	Assessment Method
Knowledge/Experience/Skills continued:			
Experience in legislative drafting or legislative process		✓	A/I
Personal Attributes:			
Ability to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail	✓		I/R
Highly motivated with a passion to drive forward new initiatives	✓		I/R
Capacity to multi-task and prioritise workloads, including resolving conflicting priorities	✓		I/R
Strategic thinker	✓		I/R
Proven ability to work with complete discretion and confidentiality	✓		I/R
Shows initiative and an ability to work without close supervision	✓		I/R
Tactful and diplomatic	✓		I
Aware of sensitivity of information in a small community		✓	I
Willing to work outside of normal hours if projects demand		✓	I
Willingness to travel to conferences, workshops, missions		✓	I

Method of assessment:
A - Application Form
I - Selection Interview
R – Reference