

PORTFOLIO OF LEGAL AFFAIRS

CAYMAN ISLANDS GOVERNMENT

4th Floor, Government Administration Building,
133 Elgin Avenue, George Town,
Grand Cayman P.O. Box 136,
Grand Cayman KY1-9000, Cayman Islands.

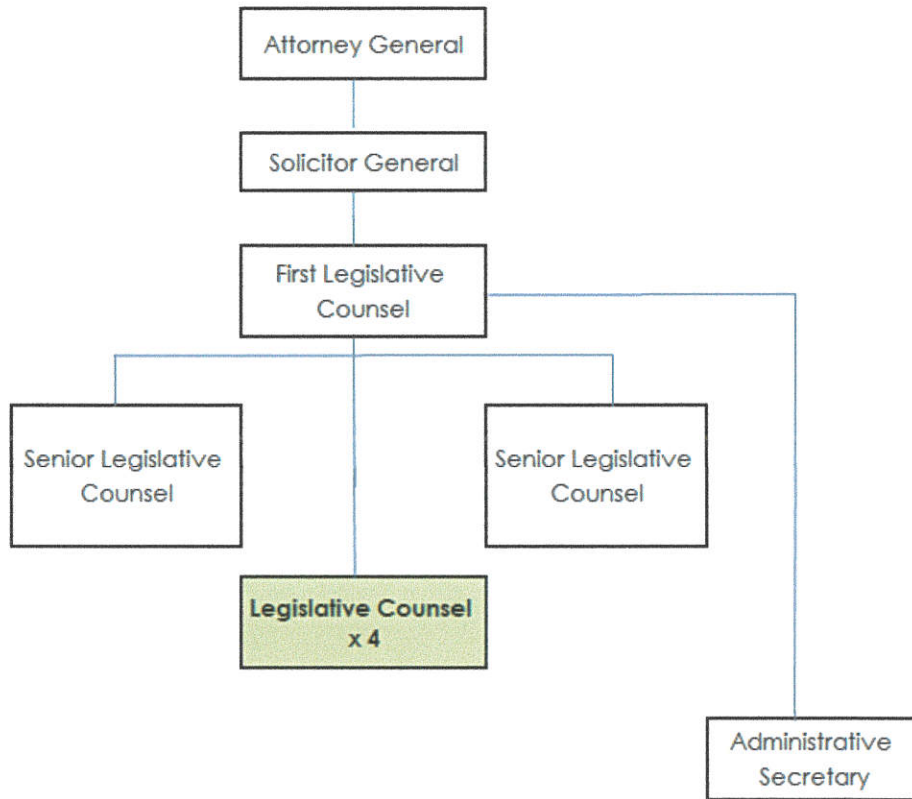


Job Description

Job Title: Legislative Counsel
Grade: H
Salary Range: \$72,240 to \$97,176 per annum
Reports To: First Legislative Counsel
Cost Centre: Legal Affairs/Legislative Drafting

Job Purpose	The primary role of Legislative Counsel is to draft clear, unambiguous and relevant legislation, both primary and secondary, consistent with Government policy and in accordance with Government's timetable.
Dimensions	One Administrative Secretary assists the post holder.
Principal Accountabilities	<ul style="list-style-type: none">• Research and examine the political structure and climate, existing legislation and Government administration in order to develop a thorough working knowledge of the Government's operations.• Research, analyse and draft both primary and secondary legislation incorporating appropriate policies which, when enacted, will enable the Government to carry out its functions.• Ensure integration of the Islands legislation with the requirements of international conventions.• Act as the Government's representative at meetings of interest groups and consultative bodies, providing information and explanations of existing and proposed legislation.• Perform such duties as may be assigned by the First Legislative Counsel from time to time to ensure the efficient operation of the Department.

Organisational Chart



Background Information

The Legislative Drafting Department provides legislative drafting services to the Government by employing the services of First Legislative Counsel, Senior Legislative Counsel and Legislative Counsel to negotiate and draft legislation to complement the implementation of Government policies.

The post holder works under the general supervision of First Legislative Counsel, but within that overall control will work independently, consulting with First Legislative Counsel in cases where professionally it is felt necessary to do so, or when instructed so to do. The post holder will understand Government policies, which are normally expressed in broad terms, and draft clear, unambiguous and relevant primary and secondary legislation which, when in force, accurately implements those policies.

Qualification, Knowledge, Experience, and Skills

Qualifications.

- (a) Qualification as a solicitor, barrister or attorney-at-law; and
- (b) Diploma, or Masters of Law, in legislative drafting.

Knowledge:

- (a) Professional knowledge of Caymanian statute law and of the statute laws of the United Kingdom and other jurisdictions;
- (b) professional knowledge of legislative practice in the Islands and in the United Kingdom;
- (c) current general legal knowledge; and
- (d) degree level of understanding of English Language.

Experience:

5 years' post graduate experience of which 4 should have been spent drafting legislation in a legislative drafting office of a government department, statutory corporation or other public body.

Skills:

- (a) Ability to work accurately under pressure to tight deadlines;
- (b) proficiency in Microsoft Word and sound typing skills;
- (c) ability to assimilate facts quickly;
- (d) political sensitivity; and
- (e) sound judgement.

Assignment and Planning of Work

The work is generated by Ministries and Portfolios, and by the Cabinet based on the long and short term needs for effective management of the Government and the implementation of Government policies.

The post holder has control over the planning and drafting process in relation to the areas and assignments delegated to the post holder, subject only to the overview of the First Legislative Counsel.

Supervision of Others

To the extent that the post holder's work requires the assistance of the Administrative Secretary, the post holder supervises the Administrative Secretary.

Other Working Relationships

The post holder communicates with Official Members and Ministers and their Chief Officers and senior officials, in the receipt of drafting instructions, in advising them on legislation to be drafted, and in the course of drafting.

The post holder also communicates with the public, private sector consultative groups and professional associations to provide explanations of existing and proposed legislation.

Decision Making Authority and Controls

The post holder works within instructions given by the Cabinet, Official Members and Ministers, and within constraints established by the Crown. Within those constraints the post holder has absolute discretion.

The post holder is entitled to access any information from any Government department at any time in support of drafting policy or operations

Problems/Key Features

To produce within tight deadlines, lengthy and complicated legislation covering a wide range of different subjects which are not necessarily familiar in detail to the post holder.

To ensure that, under all circumstances, legislation, when drafted, can stand up to Government, public, private and judicial scrutiny.

Working Conditions

Normal office environment.

Signatures:

Date:
May 2018

Chief Officer		
Job Holder		