

**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.

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***Job Description***

**Job Title:** **Legislative Counsel**

**Grade:** H

**Salary Range:** $81,252 to $109,296 per annum

**Reports To:** First Legislative Counsel

**Cost Centre:** Legal Affairs/Legislative Drafting

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| 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. | |
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| Dimensions | * To draft primary and subsidiary legislation. * To conduct legal research for the Attorney General where necessary for a legislative drafting project. * To advise Ministries and other government entities on the drafting of legislation and to provide legal advice on such legislation. * To assist Ministries and other government entities in the legislative process generally. * To assist the Parliament, Judicial Administration and statutory bodies with preparation of Standing Orders and rules relating to them. * To participate in providing advice on the legislative process in workshops and in manuals. * Other duties as may be directed by the Attorney General or Solicitor General from time to time. | |
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| Principal Accountabilities | * 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-   15 %   * Research, analyse and draft both primary and secondary legislation incorporating appropriate policies which, when enacted, will enable the Government to carry out its functions- 60% * Ensure integration of the Islands legislation with the requirements of international conventions-10% * Act as the Government’s representative at meetings of interest groups and consultative bodies, providing information and explanations of existing and proposed legislation-10% * Perform such other duties within the competence of the post holder which may reasonably be required by the First Legislative Counsel from time to time to ensure the efficient operation of the Department- 5% |  |
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| 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 underpin 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. | |
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| Qualification, Knowledge, Experience, and Skills | **Qualifications.**  (a) Qualification as a solicitor, barrister or attorney-at-law; and  (b) Preferably a diploma, or Master of Laws, 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, in the United Kingdom and in other jurisdictions;  (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. | |
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| Assignment and Planning of Work | The work is generated by Ministries, Portfolios, Attorney General 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. | |
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| Supervision of Others | To the extent that the post holder’s work requires the assistance of the Administrative Assistant, the post holder supervises the Administrative Assistant.  To assist the First Legislative Counsel with the training of Articled Clerks and students of the Youth Parliament. | |
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| 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 authority of the client Ministry or Portfolio, with the public, private sector consultative groups and professional associations to provide explanations of existing and proposed legislation. | |
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| Decision Making Authority and Controls | The post holder works within instructions given by the Cabinet, Official Members, Ministers and within constraints established by the Government. 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. | |
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| 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. | |
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| Working Conditions | Normal office environment, with standard working hours of 8.30 am to 5 pm, in addition to flexible working hours and remote working with permission of the Appointing Officer. | |

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|  | Signatures: | Date: |
| Chief Officer |  |  |
| Job Holder |  |  |