**PERSON SPECIFICATION**

**LEGISLATIVE DRAFTER**

The person appointed will be required to perform the professional duties as detailed in the in the job description.

**The ideal candidate will match the following specification:**

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| **Qualifications:** | Qualified as an advocate, barrister or solicitor in a Commonwealth jurisdiction or the Republic of Ireland with at least 5 years’ experience in legislative drafting, preferably of primary legislation. |
| **Knowledge and** **Experience:** | A thorough understanding of the principles of legislative drafting. |
|  | In the case of a limited-term appointment, the successful candidate must be prepared to adapt quickly to the style of drafting and procedures that apply in Jersey. |
|  | Knowledge of the iLaws system and Prescient Plus would be advantageous. If the candidate is to work remotely it will be particularly important for him or her to become familiar with the way the Island operates by following local media, etc. There will be a number of remote meetings to attend so we would expect drafters to be in a similar time zone to Jersey. |
|  | Understanding of the principles of administrative law and the European Convention on Human Rights (ECHR). |
| **Personal****Attributes:** | Ability to work under pressure. |
|  | Ability to working in partnership and build rapport with a variety of key stakeholders. |
|  | Adaptability. |
|  | Intellectual rigour. |
|  | Ability to communicate with tact and diplomacy. |
| **Skills:** | **The Legislative Drafter is able to:** |
|  | Work autonomously; |
|  | Take instructions from instructing officers from different backgrounds and with different levels of experience; |
|  | Apply professional knowledge, understanding, skills and attributes to achieve desired outcomes; |
|  | Direct and keep up momentum on assigned drafting projects; |
|  | Demonstrate strong analytical skills; |
|  | Demonstrate excellent strategic and political awareness, with the ability to provide critical analysis  |
|  | Think creatively and imaginatively to anticipate and solve problems and identify possible alternative solutions; |
|  | Communicate effectively orally and in writing to a range to politicians and senior officers. |