

Job Description

Job Title:	Head of Courts		
Department:	Development & Commercial Services	Section:	Courts
Reports to:	Director of Development & Commercial Services		
Grade:	Falkland Islands Government Grade – B (£47,428 - £54,424 per annum)	Job Code:	453CA1
Job Purpose			
To be responsible for the administration of the Courts and Tribunals of the Falkland Islands and other relevant territories (South Georgia and the South Sandwich Islands and the British Antarctic Territory).			
Main Accountabilities:			
Support Judiciary			
<ol style="list-style-type: none"> 1. Provide support to both the professional Judiciary of the Falkland Islands (the Chief Justice (non-resident), the Senior Magistrate (resident) and the lay bench (Justices of the Peace)), to enable them to carry out their functions in the interests of justice. 2. In conjunction with Her Excellency the Governor, recruit Justices of the Peace and ensure effective training and support is provided to them. 3. Develop and delivering training and mentoring programmes for members of the lay bench. 4. Arrange and organise training for the professional judiciary. 5. Ensure the appointment of tax appeal tribunal members is carried out as required. 			
Court Administration			
<ol style="list-style-type: none"> 6. Provide leadership for the administration of the Court, monitoring its efficiency, progress and quality. 7. Head of Courts is a statutory member of Criminal Justice Council. By practice, the Head of Courts is also the Secretary to this Council and responsible for reporting on the court service, preparing minutes and working closely with other criminal justice stakeholders to meet the objectives of the Council. Assist Senior Magistrate with preparation of annual CJC report. 8. Act as Registrar to the Supreme Court and Court of Appeal, and Clerk to the Magistrate’s Court, the Coroner’s Court and the Summary Court and to various Tribunals, Committees and Boards, and act as Court Administrator. 9. Act in a judicial and quasi-judicial capacity in such matters as the law permits including undertaking appropriate case management and other judicial roles under the direction of the Senior Magistrate and the Chief Justice. 10. Improve the organisational performance and efficiency of the Courts; recognising achievements and championing success; monitoring customer service issues and ensuring the resolution of operational challenges and any complaints raised in relation to service provision. 11. Manage the budget allotted by the Falkland Islands Government in a way that best meets the need of the Judiciary and the Courts and Tribunals Service. 			
Recruitment, Mentorship & Training			
<ol style="list-style-type: none"> 12. Responsible for the recruitment, supervision and professional development of other Court staff, including pro-actively coaching and mentoring the Court Legal Officer. 13. Responsible for the recruitment, supervision and training of volunteer Coroner’s Officers, who are employees of the Falkland Islands Government, and Disaster Victim Identification (DVI) Investigators 			

Legal Aid

14. Act as Legal Aid Administrator, receiving applications and making decisions on allocation of Legal Aid. Keep Legal Aid Administrator's Legal Aid Guidance under review.
15. Prepare annual report for Legislative Assembly on legal aid scheme.
16. Keep any necessary revisions to the Legal Aid Scheme under review.

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

Person Specification:	Head of Courts		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Experience/Evidence of:			
At least 5 years' postgraduate experience as a Barrister or Solicitor (or equivalent in any Commonwealth Country or the Republic of Ireland).	✓		A
Demonstrable experience in the Courts Service as a Legal Adviser to lay magistrates and/or as a legally qualified Clerk or Registrar to a higher court or other similar legal environment (or equivalent in any Commonwealth Country or the Republic of Ireland).	✓		A
Experience in developing and implementing efficient, Court administration systems.	✓		A
Experience of successfully dealing with difficult and sensitive situations in a diplomatic and professional manner.	✓		I/R
Experience of and ability to demonstrate highly efficient drafting skills.	✓		I/R
Experience in effective budget management and administration.		✓	A/R
Experience of providing effective supervision, staff and development opportunities to staff.		✓	A/I
Evidence of experience in policy development in a relevant field.		✓	A/I
Experience of providing complex technical/professional advice to non-specialists to a variety of audiences in a clear and concise manner.	✓		A/I
Knowledge and Skills:			
Excellent inter-personal skills and the ability to develop effective professional relationships with work colleagues, Elected Members, the public and all other service users	✓		I
Excellent organisational skills with the ability to create, use and maintain efficient administrative and data gathering and retrieval systems.	✓		I/R

A clear ability to negotiate effectively and deliver constructive outcomes using effective influencing skills.	✓		I/R
Able to demonstrate 'active' listening skills.	✓		I/R
Discretion in handling and processing confidential information.	✓		I/R
Ability to work as an effective team member in a supportive and collaborative manner.	✓		I/R
Ability to use clear, concise and logical language when communicating	✓		I/R
Excellent attention to detail.	✓		A/I/R
Embrace and promote digital working and proficient in the use of MS Office programmes, especially Excel and Word, and video hearing/conferencing technology.	✓		A
Personal Attributes:			
Ability to inspire confidence and trust from all levels of service users.	✓		I/R
Ability to demonstrate and maintain professional credibility.	✓		I/R
Able to ensure that the highest standards of quality and customer care are achieved for the service.	✓		R
To be resilient, self-sufficient and with experience of managing competing demands and priorities.	✓		I/R

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation