

<b>Department:</b>	Law & Regulation	<b>Section:</b>	GLS & TR
<b>Reports to:</b>	Personal Assistant/Office Manager- Government Legal Service		
<b>Grade:</b>	Falkland Islands Government Grade - F	<b>Job Code:</b>	451LS1
<b>Overall Purpose of the Role</b>			
Provide wide and varied support to the Communications Regulator and to legal officers within the Government Legal Services.			
<b>Key Role Activities</b>			
<b>Legal Support Officer to Government Legal Services (GLS):</b>			
<ul style="list-style-type: none"> <li>To work with the Communications Regulator to regulate communications and issue licences in accordance with the Communications Ordinance in the Falkland Islands.</li> <li>To be the Fire Warden for the Attorney General's Office</li> <li>To work with the Office Manager and legal staff to assist the Attorney General in the provision of an efficient and effective legal support service to the Falkland Islands Government to include:</li> </ul>			
<b>General Assistance to Communications Regulator and Legal Staff:</b>			
<ul style="list-style-type: none"> <li>general word processing/document production to a high standard</li> <li>operation and maintenance of staff diaries including making appointments</li> <li>committee secretarial work including minute taking</li> <li>deal with incoming email correspondence and post, including corresponding on behalf of officers when requested</li> <li>provide support for one off projects initiated within the Directorate as required</li> <li>liaise with other FIG departments, stakeholders, suppliers and other staff as necessary</li> <li>assist with delivery of the Directorate objectives and undertake monitoring and analysis of key performance indicators</li> <li>committee briefing papers</li> <li>official and statutory reports</li> <li>presentations to MLAs, CMT</li> </ul>			
<b>Criminal/Civil/Safeguarding:</b> support to Crown Counsel and Lawyers (prosecutions; child protection/vulnerable persons; & civil) to include the preparation of technical and complex legal documents and:-			
<ul style="list-style-type: none"> <li>day to day case management matters</li> <li>preparation of case files for court</li> <li>drafting correspondence, that does not require the attention of Crown Counsel (e.g. monitoring and ensuring compliance with court orders, case management timetables, victim and witness liaison)</li> </ul>			

- understand legal terms specifically associated with the investigation and prosecution of crime so as to be able to effectively communicate with Government departments that investigate alleged criminal behaviour (i.e. Royal Falkland Islands Police, Department of Natural Resources, Department of Customs and Immigration, Department of Environmental Planning)
- understand the law and the rules of professional ethics when handling material related to criminal investigations and proceedings
- correct handling of highly sensitive and confidential material relating to criminal investigations and proceedings (including the ability to understand and apply the provisions of the Criminal Procedure and Evidence Ordinance 2014 as it relates to the law of disclosure when handling such material)
- application of the law in order to identify material that is “sensitive”, within the meaning of the Ordinance, so that it is correctly identified when referred to Crown Counsel

**Land//Contracts:** support to Crown Counsel (x1) to include the preparation of technical and complex legal documents and:-

**Land:**

- land leases from FIG to both residential and commercial users
- Crown grants (title deeds) from FIG to both residential and commercial clients
- Various land licences, including: building licences, licences to hold land, licences to occupy and survey licences
- tripartite agreements for FIG land sales
- assist members of the public with queries on land sales process, in particular dealing with the allocation of residential development land and guiding clients through the process
- address queries and complaints in relation to land matters, and collating information provided by different departments

**Contracts:**

- Reviewing contracts generated by FIG departments, allocating to legal staff for addressing the content

**General Staffing Matters:**

- arrange travel and accommodation for staff on work or contract-related travel and for visiting consultants/counsel
- maintain leave and sickness absence records in support of the Directorate Office Manager
- provide appropriate cover for other legal support officers and the PA/Office Manager during any absence

**Systems/Office Environment:**

- operation and maintenance of an efficient record storage system (including gaining the ability to maintain the Directorate database and web pages) archiving/retrieval of records at offsite storage facility
- maintenance of GLS library

## Key Role Activities

### Systems/Office Environment continued:

- delivery and collection of GLS/Communications Regulator post/legal bundles to PO/Courts/Legal Practitioners
- procurement of stationery, office equipment and supplies for GLS/Communications Regulator
- reporting to the Office Manager any resource shortages and faulty equipment

### Budget:

- maintain accurate financial records (vote control) in accordance with Financial Instructions, using the Dynamics system (including invoicing)

### Services to the Public:

Develop ability to assist with the provision of a Notarial and Commissioner for Oaths service to the public by working with the Director Office Manager, Notaries Public and Commissioners for Oaths in the Directorate to include:

- arranging appointments as requested by members of the public
- drafting notarial documentation in conjunction with Notaries Public
- drafting oaths/affirmations
- make arrangements for the apostille as necessary with Government House
- completion and collection of fees
- deal with enquiries from members of the public and clients politely and efficiently, referring them to relevant staff as appropriate; meeting and greeting visitors at all levels of seniority

***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:	Legal & Telecoms Support Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Good customer care and interpersonal skills; polite and helpful manner	✓		A/I
Able to work unsupervised, meet deadlines while ensuring good attention to detail	✓		A/I
Good communication, organisational, prioritising and time management skills to accommodate variable workloads with tight deadlines	✓		I/R
Logical thinker able to accept responsibility, willing to learn, confident to use own initiative and seek assistance when necessary	✓		I/R
Methodical and accurate in all aspects of work	✓		I/R
A combination of education and relevant work experience commensurate with the essential requirements of the job, including good experience with standard office equipment	✓		A/I
Excellent written and spoken English and able to communicate effectively at all levels	✓		A/I
Excellent numeracy skills	✓		A/I
Highly computer literate including Microsoft Office suite; excellent word processing skills	✓		A/I
Proven ability to record information quickly and accurately (minute-taking); good attention to detail and good proof reading skills	✓		A/I
Working knowledge of databases and website management		✓	A/I
Knowledge/experience of FIG systems and accounting procedures (e.g. vote control/Dynamics)		✓	A/I
Experience working in a legal or professional services office		✓	A/I
<b>Personal Attributes:</b>			
Proactive and self-motivated with the ability to work effectively as part of a small team to achieve the Directorate objectives; strong team player	✓		I/R
Able to work flexibly; and undertake additional hours when operationally necessary	✓		I/R

Mature attitude, responsible and reliable	✓		I/R
<b>Person Specification:</b>	<b>Legal &amp; Telecoms Support Officer</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Personal Attributes:</b>			
Sympathetic and approachable in dealing with sensitive nature of some matters and the ability to deal calmly with difficult situations	✓		I/R
Committed to the need for absolute confidentiality	✓		A/I/R
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I
<b>Qualifications &amp; Training</b>			
Good general education with at least 4 GCSE Grade A-C inc English and Maths, (or equivalent)	✓		A
Full driving licence	✓		A
Educated to 'A' Level standard (or equivalent)		✓	A
Experience in typing/word processing/business administration/customer services or similar		✓	A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

**Method of assessment:**

A - Application Form    I - Selection Interview

R – Reference

O - Other