



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Chief Legislative Drafting Counsel

**MINISTRY:** Ministry of Justice and Legal Affairs

**DIVISION/SECTION:** Drafting Division-Attorney General Chambers      **DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 292-00038      **MINISTRY VACANCY REF:**

**POSITION LEVEL:** L13/SS1      **SALARY RANGE:** \$ 90,943.49 - \$ 118,826.59

**THIS POSITION REPORTS TO:** Legal Draftsperson

**THIS POSITION SUPERVISES:** Senior Legislative Drafting Counsels

**LIAISON WITH:** Government Ministries, State Owned Enterprises, Provincial Governments and stakeholders.

### SECTION B - SCOPE OF DUTIES

The Ministry of Justice and Legal Affairs is mandated to provide a vibrant and robust service to the Agencies for effective, efficient and sustainable justice services to the Solomon Islands.

The Office of the Attorney General's Chambers supports the Ministry of Justice and Legal Affairs by providing legal advice to all government Ministries and Departments.

This position will contribute to the provision of independent and competent legal service to the crown, by the management and provision of drafting services, including drafting of Bills, subsidiary legislation, statutory instruments, agreements, contracts and memoranda of understanding/agreement.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties for and on behalf of the Solomon Islands Government and its stakeholders.

#### **1. Provide leadership and executive management to the drafting services of the AGC.**

- Support the Attorney General in providing leadership and direction to the drafting services.

- Supporting the Attorney General in the Strategic Planning, Policy, Development and the development and implementation of systems and procedures for drafting services.
- Be responsible for the planning, monitoring, reporting and review of drafting services., including the Corporate Plan, the Annual plan, Executive Management team meeting and staff meeting performance management of Human resources and infrastructure.
- Support the Mission and Values of the organization
- Adhere to the Code of Ethics

## **2. Provide Legal drafting services of Government Bills**

Provide policy research, assessment and analysis of legislative proposals,

- Research, assess and analyses legislative proposal
- Develop and monitor procedure to support the quality of research done by drafters
- Ensure the professional development of junior Drafters in research and analysis

Draft and vet Bills, subsidiary legislation and other statutory instruments, agreement, contracts and Memorandum of Understanding

- Implement processes to ensure the quality of the drafting done by Drafters, including systems of internal consultation and review, Ministerial consultation and approval, Stakeholder and public consultation

Undertake the approval process, appropriate to the nature of the drafting;

- Advise Ministries on the approvals from Cabinet for Bills and subsidiary legislation
- Prepare Bills for the enactment process in parliament, including attending and briefing the parliamentary Bills and Legislation committee and provide any opinion required by the speaker or the Clerk
- Prepare the assenting and gazettal process of the Bill, including assisting Ministries prepare Act for commencement.

## **3.Sector improvement/law reform**

Ensure the continuing Professional Development of staff in the drafting service

- Ensure the ongoing program of formal and informal professional development for subordinate drafting officers.

Work collaboratively to ensure that law within the Solomon Islands is developed and reviewed to best meet the interests of the Government and the people of Solomon Islands.

- Work closely with the law Reform Commission and provide advice on drafting of law reform as required.
- Attend international conferences on legal issues, providing advice to the Attorney General on issues of interest.

Support the Attorney General in the ongoing development of the AGC.

- Support the Attorney General in the ongoing development of services
- Liaise with the Donor partners in the ongoing development of organizational capacity.
- In liaison with MJ&LA, support the Attorney General in a range of organizational development strategies address issues of gender equality and retention and to include career planning and succession planning.
- Support the decentralization of services and the growth of rural communities by the provision of legal drafting services to the Provincial Government.
- Promote a collaborative approach with sector stakeholders to promote sector reform
- Determine Government reporting requirements and mistake report on growth centre as appropriate.

## **SECTION D - KEY DELIVERABLES**

**The incumbent of this position will have their performance assessed according to the following key deliverables:**

1. Legislative Drafting & Review
2. Legal Advice and interpretation
3. Policy and Legal Research
4. Stakeholder Consultation and engagement
5. Compliance and Legal consistency
6. Capacity building and training
7. Administrative leadership and responsibilities
8. Compliance with Public service Values and Code of Conduct.
9. Other duties assigned by Attorney-General completed efficiently.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

**Mandatory Qualifications:**

- A Bachelor of Law (LL.B) from a recognized institution
- A Postgraduate qualification in Legislative Drafting or equivalent is highly desirable.
- Admitted as a barrister and solicitor in common law jurisdiction (for non-citizen)

**Experiences:**

- Experience in managing and supervising a team of legal professionals in the area of legislative and legal drafting.
- Experience in training and mentoring subordinate drafting procedures
- Ability to develop and improve drafting procedure and systems and to lead and motivate the drafting team.
- Sound knowledge of constitutional Law principles, rules and procedures and demonstrated legal research and analytical skills
- Sound knowledge of the role of the Attorney General within Solomon Islands Government or the ability to acquire such knowledge rapidly

**Skills:****Generic**

- Basic computer literacy
- Government administration

**Technical**

- Research
- Drafting
- Advisory opinion

**Leading the Agency forward;****Leadership**

- Motivation
- Team building
- Vision and values
- Strategic planning
- Policy formulation

**Knowledge**

- Excellent knowledge of the Constitution and its principles
- Excellent knowledge of the interpretation and General Provisions Act
- Good knowledge of Constitutional cases in Solomon Islands
- Excellent knowledge of the statutory rules of interpretation
- Excellent knowledge on Legislation relating to the police, criminal law and procedures and the courts.
- Excellent working knowledge on the rules of Ethics Grammar

**SECTION F - KEY SELECTION CRITERIA**

**Suitability for this position will be assessed against the following key selection criteria:**

