



## RS FORM 2 - JOB DESCRIPTION

### SECTION A –POSITION DETAILS

<b>POSITION TITLE:</b>	<b>SENIOR LEGISLATIVE DRAFTING COUNSEL</b>
<b>MINISTRY:</b>	Ministry of Justice and Legal Affairs
<b>DIVISION/SECTION:</b> Attorney General Chambers	<b>DUTY STATION:</b> Honiara
<b>POSITION NUMBER (HRMIS):</b>	<b>MINISTRY VACANCY REF:</b>
<b>POSITION LEVEL:</b> 10/11	<b>SALARY RANGE:</b> \$2,677.14 - \$ 3,222.67
<b>THIS POSITION REPORTS TO:</b>	Attorney-General, Legal Draftsperson
<b>THIS POSITION SUPERVISES:</b>	NIL

**LIASON WITH:** Ministries and other government agencies for legislative drafting matters, Parliament and other key 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 Solomon Islands.

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

The Senior Legislative Drafting Counsel shall assist the Attorney-General and Legal Draftsperson perform the constitutional function of the Attorney General as the Principal Legal Adviser to the Solomon Island Government. He/she is required to ensure provision of draft legislation and provide associated legal advice to Cabinet, Ministries and other government agencies (including the Honiara City Council and Provincial Governments) within reasonable timeframes.

### SECTION C - KEY DUTIES

**This position is required to undertake the following duties:**

1. Draft legislation as assigned by Legal Draftsperson and under supervision of more senior legislative drafting counsel to meet deadlines and other Government and Ministerial requirements.
2. Undertake other duties assigned by Legal Draftsperson.

3. Undertake other duties as directed by Attorney-General.

## **SECTION D - KEY DELIVERABLES**

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

1. As assigned, produce quality legislation that is suitable for Solomon Islands, complies with government requirements and meets specified deadlines.
2. Other duties as assigned by Legal Draftsperson completed efficiently.
3. Other duties as directed by Attorney-General completed efficiently.

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

### **Mandatory Qualifications**

- Bachelor of Law
- Eligible for Admission as Barrister and Solicitor of the High Court of Solomon Islands

### **Required Knowledge and Experience**

- Some knowledge of the Constitution and other laws applying in Solomon Islands
- Some knowledge of the principles of administrative law
- Some knowledge of the rules of statutory interpretation
- Some understanding of government administration and business areas of government
- Basic computer literacy and accustomed to electronic communications systems

### **Personal Attributes**

- Have interest in and propensity for legislative drafting
- Have good written and oral communication skills
- Ability to work alone or as part of a team, be consultative and build rapport and communicate with a range of different persons
- Ability to conduct research required to understand legislation assigned to draft and the policy it is giving effect to

- Ability to develop good analytical skills for discerning the details of proposed legislation and for anticipating and solving difficulties and identifying and suggesting alternative solutions for drafting problems as they arise
- Have acceptance of being supervised and work produced reviewed and critiqued
- Commitment to professionalism and professional development
- Committed to upholding Public Service Values and Code of Conduct and supporting the mission values of AGC

**SECTION F - KEY SELECTION CRITERIA**

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

**KSC 1:** Keen interest in gaining skills for and experience in legislative drafting, including by being supervised and having work critiqued.

**KSC 2:** Good written and oral communication skills.

**KSC 3:** Good interpersonal skills and demonstrable ability to be consultative and work together as part of a team with assigned mentor, other legislative drafting colleagues and ministerial officers and advisers.

**KSC 4:** Demonstrable high work attendance and ability to uphold Public Service Values and Code of Conduct.

**SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$2,677.14 - \$ 3,222.67

**Annual Salary:** \$ 69,605.56- \$ 83,789.35

- a) **Annual Leave entitlement:** *As per Ministry of Public Service Policy*
- b) **Housing Allowance:** *As per Ministry of Public Service Policy*
- c) Other standard leave entitlements outlined in the General Orders for SIG Public servants

**SECTION H - APPROVAL (*Business use only*)**

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*

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**Permanent Secretary/Responsible Officer**

**Date Approved**

*Additional Comments:*