



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

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

**DIVISION/SECTION:** Attorney General Chambers

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 292-00025

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Chief Crown Counsel

**POSITION LEVEL:** 13/SS1

**SALARY RANGE:** \$ 3,497.83 - \$ 4,570.25

**THIS POSITION REPORTS TO:** Solicitor General

- **Internal**

Attorney General, Solicitor General, Deputy Solicitor General, Crown Counsels, Legal Draftspersons, Practice Manager, government departments, committees, boards and other stakeholders as required

- **External**

Government Ministries

**THIS POSITION SUPERVISES:** Nil

### SECTION B - SCOPE OF DUTIES

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

The Division of Attorney General Chambers supports the Ministry Justice and Legal Affairs to do this by providing Legal advice, assistance and litigation services across Government/ministry including the provision of legal and legislative drafting services

This position will contribute to the corporate functions and objectives of this Ministry/Agency by providing professional and independent legal services to the Government of Solomon Islands, including government ministries, provincial government and state-owned enterprises. Matters to include interpretation of a broad scope of issues including civil proceedings, statutory interpretations, internal laws, commercial laws.

### SECTION C - KEY DUTIES

This position is required to undertake the following duties:

#### PURPOSE AND SCOPE OF JOB

To provide professional and independent legal service to the Government of the Solomon Islands, including Government Ministries, the Provincial Government and state-owned enterprises. Matters to include interpretation of a broad scope of issues including civil proceedings, statutory interpretations,

international law, commercial law.

## MAIN DUTIES PERFORMED/RESPONSIBILITIES

### 1. Provide legal services as advised by the Solicitor General and/or the Deputy Solicitor General

#### **Provide information and legal advice on the more complex / urgent/sensitive matters**

- Receive instruction from the Ministry, Provincial Government and State-owned enterprises
- Undertake research of legislation, case law, common laws, other subsidiary Regulations and related materials
- Provide advice on the issue, relevant laws, application and conclusion
- Ensure consistency and quality of advice through appropriate consultation and reference to Subject files
- Contribute to the ongoing development and review of the Practice Manual
- Provide support and advice to junior offices in research, interpretation of the law and available options for the client.
- Review quality of advice provided by the Senior Crown Counsel (and Principal Crown Counsel as required) before it leaves Chambers, and ensuring its compliance to the Practice Manual

**International Law:** Provide advice on national compliance to treaties, with specific attention to matters relative to fisheries, forestry, intellectual property, border issues, extradition issues, anti-money laundering issues.

**Litigation:** Represent the client until completion of trial in matters appearing before the Magistrates Court, High Court, Court of Appeals and Trade Dispute Panel and in compliance with the Practice Manual

- Receive instruction
- Undertake research and case preparation
- File defense in formal accordance with High Court Procedural Rules
- Compile trial book of evidence, responses, documents, inspections, issues and disputed facts
- Negotiate with client and opposing parties, for the best interests of the client.
- Perform trial responsibilities in accordance with the Legal Practitioner's Act.
- Establish, monitor and review systems for coordinating court hearings
- Provide coaching and support to and monitor the performance of, Senior and Principles Crown counsel, in all matters related to litigation including case preparation and advocacy.
- Promote improvement of litigation services of the AGC through contribution to the Litigation Group meeting

#### **Case Management**

- Contribute to the development, maintenance and review of the office case management system, including a review of forms used in file management
- Audit the case management system and make recommendations on legal opinion to the Attorney General
- Provide a statistical analysis of the cases attended to by the AGC.
- Maintain and improve the data base for file management

### 2. Sector improvement /Law Reform

#### **Continuing education**

- Participate in continuing education
- Co-ordinate, supervise, train and mentor junior staff within the team

- Support the ongoing learning and development of staff through promoting training opportunities according to identified learning needs
- Maintain links with Regional legal services and training providers

#### **Law Reform**

- Contribute to submissions on law reform as required.

#### **Agency Development**

- Make recommendations to the Attorney General on matters of procedure and protocol
- Support the Public Solicitor in the ongoing development of quality services
- Promote gender equity in all activities

#### **Growth Centres**

- Support the decentralization of services by support to the Provincial Governments as required.
  - Provide advice to legal officers employed by the provinces
  - Represent the Provinces in matters of litigation if so, instructed by the Attorney General.

### **3. Corporate responsibilities**

- Contribute to the leadership, strategic management, policy, planning, resource allocation, and performance monitoring, of the Agency through participation in the Chambers Management Group.
- Support the effective Human Resource Management of the General Legal Services through:
  - Compliance with Human Resource Policy and Guidelines
  - Participation in recruitment and selection processes
  - Implementation of Performance Management
  - Conduct of grievance and discipline procedures
  - Reporting to the MPS to support confirmations, promotions, and reclassifications.
- Supporting the implementation of OH&S through:
  - Contributing to policy development, implementation and review
  - Promoting the use of safety equipment as required
  - Promoting participation in and compliance with OH&S training
  - Participating in the OH&S committee as required
  - Contributing to the ongoing reporting of OH&S incidents and accidents
- Adhere to the Code of Conduct and Ethics

## **SECTION D - KEY DELIVERABLES**

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

1. Ensure that there is an accurate advice on issue, relevant to laws, application and conclusion
2. Maintain and update files in compliance with the office file management system on a timely manner
3. Prompt actions to undertake research of legislation, case law, common law, other subsidiary Regulations and related materials when providing legal services/advice on simpler matter
4. Attentive contribute to actively support initiatives to improve the development of services in the AGC
5. 100% attendance (unless on authorized leave) and compliance with Code of Conduct

## SECTION E – QUALIFICATIONS AND CAPABILITIES

### Mandatory Qualifications

- A law degree from the recognised institution
- Legal Practice Diploma

### Desirable Qualifications

- A Law Degree
- Legal Practice Diploma
- Admitted to practice in Solomon Islands

### Capabilities Required

- Personal capabilities, such as, managing time –punctuality, ethics, communicating clearly
- Interpersonal skills, such as mentoring, negotiating, coaching, motivating others
- Organisational Skills –planning, organising, managing work, drive for result, and managing outcomes

## SECTION F - KEY SELECTION CRITERIA

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

**KSC1.** Must be 2-5 years' experience as a legal officer

**KSC2.** Must able to contribute to the leadership, strategic management, policy, planning, resource allocation, and performance monitoring, of the Agency through participation in the Chambers Management groups and other staff meeting

**KSC3.** Experience in managing and supervising a team of legal professionals in the area of legislative and legal drafting

**KSC 4.** Must be able to comply with the Mission and Values of the Organisation and professional conduct rules

**KSC5.** Ensure consistency and quality of advice is delivered through appropriate consultation, reference to subject files

**KSC6.** Must possess the technical skills in research, advocacy and interpretation of the law, and have the high standard of personal integrity

**KSC7.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

## SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 3,497.83 - \$ 4,570.25     Annual Salary: \$ 90,943.49- \$ 118,826.59

Annual Leave entitlement: 28 Calendar Days plus travelling days

Other Conditions of Service relevant to this position will be determine upon appointment

## 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**

*Additional Comments:*

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**Date Approved**