****

**TERMS OF REFERENCE**

*LEGISLATIVE DRAFTER*

*for St Helena, Ascension and Tristan da Cuhna*

Based in Attorney General’s Chambers, Jamestown , St Helena

Date: AUGUST 2025

# Background

## St Helena, Ascension and Tristan da Cunha form a British Overseas Territory in the South Atlantic. Each of these islands has its own legal jurisdiction and benefits from its own, albeit very similar, Constitutions. Laws are made separately for each of these jurisdictions.

## The Legislative Drafter works to the Attorney General for St Helena, Ascension and Tristan da Cunha at the Attorney General’s Chambers in Jamestown, St Helena. St Helena is approximately 4,500 miles from the UK.

## In St Helena the Government comprises a Governor (appointed by the Crown), a Chief Minister and Executive Council, which has the general control and direction of Government, and a Legislative Council. St Helena’s Government has adopted a ministerial system of governance. The Governor retains responsibility for internal security, external affairs, defence, the public service, the administration of justice and finance. The Chief Minister, the other Ministers and Councillors are elected by popular vote.

## In both Ascension and Tristan da Cunha the Governor governs the Islands with the benefit of advisory Islands Councils (elected by popular vote) and local Administrators.

# St Helena

## St Helena’s population is around 4,100. It has a typical small island economy with a high import dependency, a narrow economic base, a large public sector (total establishment of 902 at August 2024), and significant outward labour migration. St Helena receives UK Government financial assistance to support recurrent and capital expenditure as part of the UK’s obligation to ensure that the reasonable needs of the population are met.

## The St Helena Government Strategy for St Helena captures the following National Goals:

**Altogether Safer**

**Altogether Healthier**

**Altogether Better for Children and Young People**

**Altogether Greener**

**Altogether Wealthier**

**Effective Infrastructure**

**Effective, efficient and accountable Public Sector**

The plan will improve joined up thinking, focus, and crucially reflect the views of the community. This can be found here: <https://www.sainthelena.gov.sh/wp-content/uploads/2022/05/SHG-Strategy-2022-2025-FINAL.pdf>

# Our Vision:

St Helena – a great place to live, learn, work, visit and invest.

**Our Mission:**

Improve the lives of all within our community and help the island thrive.

**Our Values:**

**F**AIRNESS - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

**I**NTEGRITY - We communicate openly and we are honest, accountable and ethical.

**T**EAMWORK - We work together and we support each other.

## Commercial flights to St Helena commenced on 14 October 2017. It is hoped that the tourism activity resulting from this will significantly enhance St Helena’s economic prospects and have a positive impact on the island community, bringing a period of accelerated social and economic change. Achievement of Government’s Goals and Strategic Objectives will require sound management and transformation of the Public Service to make it a professional, modern, and flexible organisation able to initiate and respond to change.

## There are five Portfolios, each led by a Portfolio Director, reporting to the Chief Secretary who is the Head of the Public Service. The Portfolios are: Economic Development; Education, Skills and Employment; Health and Social Care; Environment Natural Resources and Planning; and Safety, Security and Home Affairs. There is also a Central Support Service led by the Deputy Chief Secretary which provides support to all areas of the Public Service, as well as the Executive and Legislative Councils. The Treasury is led by the Financial Secretary.

## The Attorney General is a (non-voting) member of both the Executive Council and the Legislative Council; and an adviser to the Governor, Council Committees and all Government Departments. In line management terms, s/he reports directly to the Governor.

## The Attorney General’s Chambers are physically situated in lower Jamestown. The organisational chart is shown at the end of this document.

## The Island has entered an exciting phase in its development. To help us achieve the ambitious Ministerial Agenda we are seeking a Legislative Drafter to join the team in Chambers.

## This role is funded by UK Government as the skills required are not currently available on the Island. Officers employed through this ‘Technical Co-operation (TC) Programme’ are expected to share their knowledge and skills beyond the workplace to ensure their time on St Helena has the broadest benefit. It is important that you have the right values and attitude and that you are motivated by wanting to make a difference and contribute to our small island community.

## You will need to be adaptable, be sensitive to the local context and challenges, and have the ability to take joy from the simple things in life. This is an excellent opportunity to support, contribute and give back to the island whilst also enjoying the unique lifestyle opportunities the island can offer you.

# Key Objectives

## The overall objectives of the post during the contractual period are as follows:

* To assist the delivery of ministerial objectives by drafting legislation and accompanying documentation, in accordance with policy, in a timely manner.
* Support the Legislative Commissioner in improve the overall accessibility of legislation including through improvements to the legislation website and a system of audit and maintenance.
* To work with the Legislative Commissioner to build an efficient and resilient drafting function.

## The duties of the Legislative Drafter include, but are not limited to, the following:

* To draft legislation, advise and undertake related activities for the Government of Saint Helena, Ascension and Tristan da Cunha.
* To assist in the Legislative Commissioner and, when required, to deputise for them.
* Where appropriate, supporting the wider work of the Attorney General’s Chambers.

##  A key objective for all the roles funded through the TC Programme is Capacity Development. Capacity Development is defined by the Public Service as:

* Developing specific job related technical skills and knowledge in an individual or across teams or groups.
* Enhancing knowledge, skills and abilities of individuals, teams and the Public Service as a whole.
* Supporting the improvement of overall Public Service performance.
* Enhancing knowledge, skills and abilities of individuals within the private sector and wider community.
* Supporting the development of the island (including voluntary work) which may be unrelated to your substantive role.

## You may be directly involved in succession planning and if so you would be required to:

* Participate in the performance management process and identify solution for filling skill/capacity gaps.
* Facilitate continuing professional development for direct reports and the wider team as necessary.
* Develop succession plans, or contribute to succession planning for staff within the section.

## You can contribute to the development of the workforce even if you don’t have direct reports or a designate or successor for your role. You can also add value and support a range of projects through other activities including volunteering.

## It is important that officers funded by the TC Programme collect and report on what they are doing to develop the workforce, in their section, in their Portfolio, across the Public Service and in some cases wider into the Private Sector. It is also important that the Public Service can report on the added value officers bring to the Island through supporting projects or volunteering.

## Capturing the added value and capacity development that officers funded by the TC Programme undertake, as well as the collective impact these officers make to St Helena, is imperative as the Public Service relies on UK Government funding for these roles.

## Throughout your employment you will be required to complete a Capacity Development Record to help the Public Service capture all of this information. Thinking about all you can do to support the development of people, services and St Helena should be an integral part of your time here.

# Support to National Goals and Strategic Objectives

## The post holder will indirectly support the achievement of all goals and objectives but will directly support the following:

|  |  |  |
| --- | --- | --- |
| **NATIONAL GOAL**  | **STRATEGIC OBJECTIVE** | **DEPARTMENTAL OBJECTIVE** |
| All national goals requiring the development of legislation to meet the targets. | All strategic objectives which require the development of legislation to enable them to be achieved. | That Legislation is drafted in a timely efficient manner and prioritised in accordance with the Legislative Programme. |

# Outputs, Timing and Reporting

## The Legislative Draftershall provide the Legislative Commissionerwith regular reports on progress. These reports should cover the outputs, and key performance indicators as agreed with the Legislative Commissioner*.* These should be agreed not more than two months after arrival on Island.

## A Capacity Development Record should be kept by the postholder for the duration of their contract. This will be reviewed as part of the six-month probation review, annually as part of the appraisal process and at the end of contract review.

## The post will be for two years. Performance will be measured with respect to the Section and Portfolio’s overall performance in service delivery and increases in operational effectiveness and efficiency. The Capacity Development Record will be a key document for measuring performance. A probationary period of 6 months will apply.

## The Legislative Drafterwill report directly to the Legislative Commissioner and the Attorney General.

# Organisational Structure

