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| ***Post Title:*** | Solicitor General |
| ***Portfolio:*** | Central Support Service |
| ***Responsible to:*** | Governor of St Helena, Ascension Island and Tristan da Cunha and Attorney General |
| ***Responsible for:*** | Direct report, Legislative Commissioner, Crown Counsels, Legislative Drafters and legal support staff as agreed with the Attorney General |
| ***Grade:*** | TC |

**Job Purpose**

To be a principal legal adviser to the Governments of:

* St Helena;
* Ascension; and
* Tristan da Cunha.

As provided for in the Law Officers Ordinance 2013:

* to carry out such of the Attorney General’s duties and functions (in agreement with the Attorney General) as provided for in the Constitution and other laws and policy; either in person or through those to whom authority has been delegated.

**Main Duties and Responsibilities**

1. Undertake the role of Solicitor General. Play a leading role in managing the Attorney General’s Chambers (both staff and work matters) and to provide appropriate legal advice across the full range of legal areas.
2. Assume the role of Acting Attorney General (when authorised to do so by HE Governor) when the Attorney General is absent or not otherwise able to carry out the Attorney General’s roles and functions.
3. Manage with the Attorney General and the Legislative Commissioner the legislative programme so as to ensure that:
* appropriate and suitably detailed policy underpins the drafting instructions;
* the drafting instructions are clear, achievable and reflect policy;
* appropriate legislation is drafted in compliance with the Constitution in conformity with other laws and policy, and in a timely fashion;
* those instructing are content with the draft legislation;
* Ministers and colleagues in Government are briefed at appropriate times and stages;
* adequate and appropriate consultation is undertaken with stakeholders;
* the draft legislation proceeds to be made or enacted as required in a timely fashion;
1. With the Attorney General have overall charge of Crown Proceedings.
2. Undertake such of the Attorney General’s Constitutional responsibilities as agreed with the Attorney General.
3. Subject to qualifications, experience and the agreement of the Attorney General act as:
	1. advocate in court proceedings (eg criminal, civil, family, inquests etc.);
	2. Crown Prosecutor (under Criminal Procedure Ordinance 1975); and/or
	3. Instructing lawyer
4. Manage with the Attorney General the drafting and execution of all contracts and agreements and other legal instruments (including, as necessary, being involved in any negotiation process leading up to the preparation of such contracts and agreements), subject to adequate instructions and policy preparation.
5. Serve, when Acting as Attorney General, as a (non-voting) member of Executive and Legislative Council in St Helena and on Ascension Island Council.
6. When required to do so by the Attorney General provide advice at Executive Council and Legislative Council in St Helena.
7. When required to do so by the Attorney General provide advice to:
	1. Ascension Island Council and Government; and
	2. Tristan da Cunha Council and Government.
8. Develop Attorney General’s Chambers to reflect the changing needs of St Helena, Ascension and Tristan da Cunha.
9. Ensure with the Attorney General that the Governor, Chief Minister, Ministers, Administrators and relevant Officials have access to professional advice on legal matters.
10. Identify and advise on priorities, challenges, risks and strategies for improvement across all aspects of legislation and other legal matters.
11. Have overall responsibility with the Attorney General for managing and deploying the budget for Chambers and wider resources in order to meet current and longer-range strategic objectives.
12. Foster, manage, mentor, coach and develop the skills and competencies of all members of Chambers (including self).
13. Be responsible with the Attorney General for the effective management and timely resolution of people management issues within Chambers. Completing Manager Self Service (HR21) processes where appropriate.
14. Manage the efficient and effective use of resources to support activities and to achieve section and service objectives. Support the annual Medium Term Expenditure Framework (MTEF) process.

**Special Conditions**

There are no special conditions associated with this role.

For the proper performance of the responsibilities this post will not be limited to normal working hours, the post holder will, in response to the demands of the post, be required to work out of normal working hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

SHG expects the post holder to comply with the Nolan Principles at all times. The post holder may expect the same from SHG.

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| **Competency** | **Level** |
| **Professional Development:**Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status | iii |
| **Planning & Delivery of Work:**Structures business or service unit to deliver key objectives and obtain and allocate resources. Defines a balanced set of targets and measures aligned with delivery plans. | v |
| **Analysis and use of Information:**Identifies trends from complex or conflicting data. Takes steps to address the root causes of highly complex problems. Develops new policy and procedures. | v |
| **Decision Making:**Shapes new policies and sets long-term objectives. Understands the wider strategic environment to make appropriate resource decisions.Strategically processes the impact of decisions. Determines results which are aligned to strategic decisions. Ensures decisions are evidence-based drawing on available knowledge and past experience. | v |
| **Working with Others:**Manages relationships with key stakeholders by utilising a high level of understanding of own and other’s behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes. | iv |
| **Communication:**Promotes communication across the organisation. Negotiates to reconcile individual competing priorities. Communicates the organisation’s priorities.Summarises complex information in an effective manner. | v |
| **Influencing and Persuading:**Ensures strategies to support a diverse workforce are implemented.Recognises and anticipates the needs of senior managers and government officials. Presents unpopular messages confidently. Varies style of communication to have maximum impact on audience. Influences to maintain a balance between individual motives and directorate/departmental requirements. Integrates logic and emotion to construct and convey complex arguments in a face to face situation. | iv |
| **Dealing with Change:**Takes wide view of strategic needs. Directs and drives organisational change.Evaluates the impact of change on the organisation. Initiates attitudinal change across the organisation. Provides appropriate support mechanisms during a period of change. | v |
| **Continuous Improvement:**Keeps up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done. | iv |
| **Competency** | **Level** |
| **Managing Resources:**Ensures resources are allocated and used to meet key priorities.Sets corporate directives and develops long-term strategies to achieve this.Ensures that others buy in to corporate goals and functions. | v |

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| **Criteria** | **Essential****/****Desirable** | **Application Form** | **Selection Process** |
| **Qualifications:** |
| Qualified as a solicitor or barrister in England and Wales and with a current practising certificate | E | √ |  |
| **Knowledge & Experience:** |
| At least 7 years post qualification experience which should include litigation experience both civil and criminal, including higher-court advocacy, both public and private sector | E | √ |  |
| Experience of strong leadership, inspiring others to deliver results  | E |  | √ |
| Experience of successful management at a senior level and developing and leading high performing teams | E | √ | √ |
| Experience of analysing and interpreting information to develop solutions or solve problems | E |  | √ |
| Experience of managing and controlling budgets, resources and funding | E |  | √ |
| Experience of managing organisational experts outside own professional area | E |  | √ |
| Experience in supervising the drafting of legislation | E | √ | √ |
| Experience in providing legal advice to Government.  | E | √ | √ |
| Experience of making prosecution decisions  | D |  | √ |
| Previous relevant experience within an Overseas Territory | D |  | √ |
| A sound understanding of the social, economic and political environment of the Public Service and working with staff groups | D |  | √ |
| Experience of dealing with financial accountability and procurement systems (preferably in a public sector environment) | D |  | √ |
| **Skills and Abilities:** |
| High level verbal, written and digital communication skills, sufficient to engage with employees, managers, elected members and partners  | E | √ | √ |
| Excellent analytical skills with an aptitude for developing innovative solutions to complex issues | E |  | √ |
| High level of interpersonal skills with the ability to inspire and manage team(s) sand articulate the vision for the service | E |  | √ |
| **Criteria** | **Essential****/****Desirable** | **Application Form** | **Selection Process** |
| Excellent time management and planning and organisation skills | E |  | √ |
| Confidence, resilience and ability to work under pressure | E |  | √ |
| Can encourage the application of new ideas, contribute to strategic planning and manage change | E |  | √ |
| The ability to influence, network and use professional judgement and diplomacy to make decisions | E |  | √ |
| Capable of leading programmes, projects or initiatives, which have significant resources and strategic impact | E |  | √ |
| **Other:** |
| Unequivocal compliance with Nolan Principles | E |  | √ |
| Unequivocal compliance with standards and rules of conduct required by the professional’s regulator | E |  | √ |
| Maintenance of practising certificate | E |  | √ |
| Undertaking Continuing Professional Development obligations and maintaining records demonstrating continuing education and competence | E |  | √ |
| Willingness to work flexibly – work outside normal office hours will be required.  | E |  | √ |
| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.  | E |  | √ |
| Contribute to a positive working environment ensuring commitment to equality and diversity.  | E |  | √ |

**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.

**Professional or Career Progression Cadre Competency Framework**

Not applicable.