



JOB PROFILE

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|-------------------------|--------------------------------|
| Post Title: | Apprentice Solicitor/Paralegal |
| Portfolio: | Attorney General's Chambers |
| Responsible to: | Attorney General |
| Responsible for: | Not applicable |
| Grade: | Band D |

Job Purpose

To improve the lives of all within our community and help the island thrive by contributing to the legal team within Chambers. The Attorney Generals Chambers will invest the time and resources into ensuring our trainees/apprentices are fully equipped with the tools for success in the legal sector. Trainees/Apprentices will be allocated a supervisor to provide them with quality training and opportunities to develop, as well as feedback and guidance. In return, we expect commitment, motivation and a genuine interest in helping our clients.

Main Duties and Responsibilities

1. Perform file opening and closure using computerised case management system
2. Document management for court and opponents
3. Producing correspondence and reports as required
4. Preparing files and bundles for courts ensuring understanding of cases and relevant information required
5. Advocacy in straightforward Civil and Criminal matters which include attending court and presenting evidence.
6. Handling telephone communication from colleagues and clients
7. Managing a modest case load subject to supervision
8. Carrying out legal and business research
9. Ensuring confidentiality and security of all Chambers and client documentation, data and information
10. Assisting in the overall efficient running of the team
11. Participation in departmental training sessions to ensure continuous professional development.
12. Attending client meetings and producing attendance notes to ensure that there is an accurate record maintained.
13. Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies
14. Providing assistance to the Royal St Helena Police Service out of hours to make prudent charging decisions
15. During course of duties required to take instructions from and providing advice at LegCo/ExCo.



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Special Conditions

- Working to tight pressured deadlines

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.



JOB PROFILE

Core Competency Framework

| Competency | Level |
|---|-------|
| Professional Development: <i>Requirements for Continuous Professional Development met and when necessary submitted to Professional Institute in order to continue recognition of professional status</i> | (iii) |
| Planning & Delivery of Work: <i>Plans and organizes work to meet objectives whilst achieving quality and value for money. Identify information needs and ensures delivery to plan in a timely and effective manner. Recognises good and tackles poor performance</i> | (iii) |
| Analysis and use of Information: <i>Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.</i> | (ii) |
| Decision Making: <i>Solves problems that have significant short-term implications for the directorate and assesses the impact of decisions made. Decisions are formed based on trends, patterns and causes rather than just symptoms and is evidence based and made in compliance with policy guidelines.</i> | (iii) |
| Working with Others: <i>Engages effectively with senior managers and other stakeholders using a range of communication mechanism, and shares and implements good practice with all.</i> | (iii) |
| Communication: <i>Ensure important messages are understood and written communications are well structured and have clear meaning. Presents information that have a positive impact on others and engages with them to understand their needs</i> | (iii) |
| Influencing and Persuading: <i>Encourages, provides and is receptive to constructive feedback to improve performance of self and team. Remains constructive when disagreeing or challenging and ensures alternative approaches to work are effective in meeting the organisation and individual needs.</i> | (iii) |
| Dealing with Change: <i>Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.</i> | (iii) |
| Continuous Improvement: <i>Willing to learn and develop self and team in job role to work efficiently.</i> | (ii) |
| Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i> | (ii) |



PERSON SPECIFICATION

| Criteria | Essential / Desirable | Application Form | Selection Process |
|--|-----------------------|------------------|-------------------|
| Qualifications: | | | |
| Part Qualified Trainee CILEX/Apprentice Solicitor or equivalent experience | E | √ | |
| Level 4 qualification in Advocacy or willing to work towards | E | √ | |
| Valid Class A driver's license | E | √ | |
| Knowledge & Experience: | | | |
| Experience of commercial criminal advocacy | E | √ | |
| Experience of civil litigation | D | √ | |
| Experience of running own caseload | E | √ | |
| Experience of working in public sector | E | √ | |
| Experience of working in an In-House environment: Community Care Law (advising on threshold, children in need, child protection, care proceedings, mental health, failure to protect claims, general advisory work in respect of the safeguarding of vulnerable adults and children | E | √ | |
| Skills and Abilities: | | | |
| Good IT Literacy, including familiarity with Microsoft Office | E | √ | √ |
| Strong communication skills, both verbal and written | E | √ | √ |
| Excellent organisation and time management skills | E | √ | √ |
| Excellent attention to detail | E | √ | √ |
| A team player | E | √ | √ |
| Reliable | E | √ | √ |
| Enthusiastic and keen to learn | E | √ | √ |
| Conscientious | E | √ | √ |
| Adaptable in approach | E | √ | √ |
| Resilient | E | √ | √ |
| Proactive and demonstrate initiative | E | √ | √ |
| Able to meet deadlines and work under pressure | E | √ | √ |
| Able to multi-task and prioritise effectively | E | √ | √ |
| Willing to take responsibility | E | √ | √ |
| Passionate about excellence | E | √ | √ |
| Other: | | | |



PERSON SPECIFICATION

| Willingness to work flexibly – some evening work may be required. | E | √ | √ |
|--|-----------------------|------------------|-------------------|
| Criteria | Essential / Desirable | Application Form | Selection Process |
| 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

FAIRNESS

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

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable