



JOB PROFILE

Post Title:	PA to Law Officers
Directorate:	Attorney General's Chambers
Responsible to:	Attorney General
Responsible for:	None
Grade:	Grade C

Job Purpose

Responsible for the provision of comprehensive, co-ordinated administrative, secretarial and clerical support to the Law Officers (currently 1 Attorney General, one Solicitor General, 5 Crown Counsel, 1 Assistant Crown Counsel and 2 Legislative Draftsperson- 1 of whom is based off island).

Main Duties and Responsibilities

1. Receive new files, producing bundles for Law Officers including categorisation of documents for Police files for disclosure.
2. Maintaining electronic files. Liaise with Police and assisting with trial preparation and witness warnings. Receiving and serving any necessary additional evidence, supporting Law Officers in coordinating evidence.
3. Maintaining and co-ordinating the Law Officers' diaries and weekly programme:
 - vet requests for meetings to verify that the Law Officer is the appropriate point of contact;
 - co-ordinate diaries of the law Officers to maximise value for money in the use of their time;
 - ensure relevant documents and case files are readily to hand for each appointment/ meeting/ court sittings.
4. Receive enquires (via telephone, email, in writing or in person) and re-directing such enquiries either to the appropriate Law Officer or elsewhere.
5. Draft, type and despatch correspondence for and on behalf of the law Officers, including classified material. Conduct correspondence in his/her own right as directed.
6. Type legal instruments/documents and legislation as drafted by the Law Officers.
7. Undertake research of historical, statistical and other data on behalf of the Law Officers; collate and submit material in coherent fashion to the relevant Law Officer.



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8. Perform secretarial duties to any meeting called by the Law Officers.
9. Registry and filing duties and secure appropriate storage of classified material. Ensure all records are scanned and filed correctly on the AG's Chambers' electronic database filing system.
10. Compile concise records for Magistrates and Supreme Court in Family, Criminal and Civil matters. Ensure that bundles are updated when required and disclosed to relevant parties within set time frames.
11. Liaise with Public Solicitor's Office on direction of Law Officers, which includes telephone liaison and requests for unused material, additional work or correspondence for the law officers, cross checking documents to ensure whether requests have previously been responded to, enquiries as to any listing changes, witness requirements and the like for pre-trial arrangements.
12. Provide administration support to the Financial Services Regulatory Authority as and when required.

Key Responsibilities

1. Responsible for maintaining and safekeeping of classified documents (regular access to Restricted and Confidential material; occasion access to material with higher markings)

Special Conditions

- Able to deal with tight timescales and able to work under pressure
- Contact with customers who are dissatisfied and/or distressed, who may be or become abusive/aggressive
- Exposure to material which may be distressing (post-mortem reports and photographs, scene of crime photographs and medical information)

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.



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Core Competency Framework

Competency	Level
Professional Development: N/A	I)
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.</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>Ability to act on own initiative and confident in making decisions within policy guidelines.</i>	II)
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	II)
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>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	II)
Dealing with Change: <i>Flexible and adaptable to change</i>	I)
Continuous Improvement: <i>Willing to learn and develop in job role</i>	I)
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:			
GCSE Math and English at Grade C or above	E	√	
NVQ Level 2 in Business & Administration	D	√	
Knowledge & Experience:			
Experience in working in an administrative support role- preferably experience of legal issues	E	√	
Skills and Abilities:			
Basic Analysis of Information	E		√
Proficient in IT skills including Microsoft word, powerpoint, outlook and excel programmes	E	√	
Able to produce accurate and clear written communication	E		√
Excellent minute taking skills	E		√
Good organisational skills ensuring work is kept tidy and easily accessible	E		√
Ability to work to deadlines	E	√	
Good communication and customer care skills and able to deal with customers from diverse backgrounds	E		√
Able to maintain confidentiality			
Other:			
Willingness to work flexibly – in different physical locations			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			
Self motivated	E		
Effective team player	E		
Ability to apply objective judgement	E		
Responsive to change	E		



PERSON SPECIFICATION

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.