



Falkland Islands Government – Job Description

Job Title:	Legal Support Officer		
Department:	Law & Regulation	Section:	Government Legal Services
Reports to:	Officer Manager/Crown Counsel		
Grade:	Falkland Islands Government Grade – F	Job Code:	451LS1

Overall Purpose of the Role:

Provide support to legal officers in Government Legal Services to enable the provision of a comprehensive legal service to the Falkland Islands Government.

Act as the initial point of contact for Chambers including dealing with Government land enquiries, providing legal advice specific to the land disposals process; notarial & commissioner for oaths service; referring more complex matters for consideration by Crown Counsel.

Key Role Activities:

Legal Support Officer to Government Legal Services (GLS):

To work with the Office Manager and legal staff to assist the Attorney General in the provision of an efficient and effective legal support service to the Falkland Islands Government to include:

General Assistance to Legal Staff:

- audio/copy typing and general word processing/document production to a high standard
- operation and maintenance of staff diaries including making appointments
- committee secretarial work including minute taking
- deal with incoming email correspondence and post, including corresponding on behalf of officers when requested
- provide support for one off projects initiated within the Directorate as required
- liaise with other FIG departments, stakeholders, suppliers and other staff as necessary
- assist with delivery of the Directorate objectives and undertake monitoring and analysis of key performance indicators
- committee briefing papers
- official and statutory reports
- presentations to MLAs, CMT

Criminal/Civil/Safeguarding: support to Crown Counsel (x2) (prosecutions; child protection/vulnerable persons; & civil) to include the preparation of technical and complex legal documents and:-

- day to day case management matters
- preparation of case files for court
- drafting correspondence, including the provision of legal advice, in relation to first tier legal work that does not require the attention of Crown Counsel (e.g. monitoring and ensuring compliance with court orders, case management timetables, victim and witness liaison)



Falkland Islands Government – Job Description

Job Title:

Legal Support Officer

Key Role Activities: continue

Criminal/Civil/Safeguarding: (Continue)

- understand legal terms specifically associated with the investigation and prosecution of crime so as to be able to effectively communicate with Government departments that investigate alleged criminal behaviour (i.e. Royal Falkland Islands Police, Department of Natural Resources, Department of Customs and Immigration, Department of Environmental Planning)
- understand the law and the rules of professional ethics when handling material related to criminal investigations and proceedings
- correct handling of highly sensitive and confidential material relating to criminal investigations and proceedings (including the ability to understand and apply the provisions of the Criminal Procedure and Evidence Ordinance 2014 as it relates to the law of disclosure when handling such material)
- application of the law in order to identify material that is “sensitive”, within the meaning of the Ordinance, so that it is correctly identified when referred to Crown Counsel

Land/Charities/Contracts: support to Crown Counsel (x1) to include the preparation of technical and complex legal documents and:-

Land:

- land leases from FIG to both residential and commercial users
- Crown grants (title deeds) from FIG to both residential and commercial clients
- Various land licences, including: building licences, licences to hold land, licences to occupy and survey licences
- tripartite agreements for FIG land sales
- assist members of the public with queries on land sales process, in particular dealing with the allocation of residential development land and guiding clients through the process
- address queries and complaints in relation to land matters, involving liaising with Directors on a regular basis and collating information provided by different departments
- Secretary to the Lands Committee – responsible for agenda, papers, minutes

Charities:

- Arranging for the collection of information from existing charities, in line with statutory requirements
- Working with Charity Commissioners in processing applications from new charitable organisations
- Advising charitable organisations as to requirements under relevant legislation and assisting in the delivery thereof

Contracts:

- Reviewing contracts generated by FIG departments, providing advice and/or allocating to legal staff for addressing the content
- Generation of contract certificates as required by financial instructions
- Providing support in the procurement process by creating tender documentation and attending tender boards where feasible



Falkland Islands Government – Job Description

Job Title:

Legal Support Officer

Key Role Activities: continue**Telecommunications:**

- to maintain and update the Amateur Radio Licence database along with managing .fk domain names database
- General administrative assistance including arranging meetings and taking minutes

General Staffing Matters:

- arrange travel and accommodation for staff on work or contract-related travel and for visiting consultants/counsel
- maintain leave and sickness absence records in support of the Directorate Office Manager
- provide appropriate cover for other legal support officers and the PA/Office Manager during any absence from GLS

Systems/Office Environment:

- operation and maintenance of an efficient record storage system (including gaining the ability to maintain the Directorate database and web pages) archiving/retrieval of records at offsite storage facility
- maintenance of GLS library
- delivery and collection of GLS post/legal bundles to PO/Courts/Legal Practitioners
- procurement of stationery, office equipment and supplies for GLS
- reporting to the Office Manager any resource shortages and faulty equipment

Budget:

- maintain accurate financial records (vote control) in accordance with Financial Instructions, using the Dynamics system (including invoicing)

Services to the Public: Develop ability to assist with the provision of a Notarial and Commissioner for Oaths service to the public by working with the Director Office Manager, Notaries Public and Commissioners for Oaths in the Directorate to include:

- arranging appointments as requested by members of the public
- drafting notarial documentation in conjunction with Notaries Public
- drafting oaths/affirmations
- make arrangements for the apostille as necessary with Government House
- completion and collection of fees
- deal with enquiries from members of the public and clients politely and efficiently, referring them to relevant staff as appropriate; meeting and greeting visitors at all levels of seniority

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



Falkland Islands Government – Job Description

Falkland Islands Government – Succession Planning

	F	E1
Entry level – meets essential criteria – willing to undertake CILEx Level 3 legal qualification	✓	
CILEx Level 3 Certificate in Law and Practice or CILEx Level 3 Professional Diploma in Law and Practice or CILEx Level 3 Diploma in Law and Legal Skills or CILEx Professional Qualification/Units as determined by the Head of Legal Services and the Director of Human Resources		✓



Falkland Islands Government – Job Description

Person Specification:	Legal Support Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience:			
At least 5 years relevant work experience including good experience with standard office equipment	✓		A/I
Excellent written and spoken English and able to communicate effectively at all levels	✓		A/I
Excellent numeracy skills	✓		A/I
Highly computer literate including Microsoft Office suite; excellent word processing skills and audio-typing familiarity	✓		A/I
Proven ability to record information quickly and accurately (minute-taking); good attention to detail and good proof reading skills	✓		A/I
Good customer care and interpersonal skills; polite and helpful manner	✓		A/I
Able to work unsupervised, meet deadlines while ensuring good attention to detail	✓		A/I
Good organisational, prioritising and time management skills to accommodate variable workloads with tight deadlines	✓		I/R
Logical thinker able to accept responsibility, willing to learn, confident to use own initiative and seek assistance when necessary	✓		I/R
Methodical and accurate in all aspects of work	✓		I/R
Working knowledge of databases and website management		✓	A/I
Knowledge/experience of FIG systems and accounting procedures (e.g. vote control/Dynamics)		✓	A/I
Experience working in a legal office		✓	A/I
Personal Attributes:			
Proactive and self-motivated with the ability to work effectively as part of a small team to achieve the Directorate objectives; strong team player	✓		I/R
Able to work flexibly; and undertake additional hours when operationally necessary	✓		I/R
Mature attitude, responsible and reliable	✓		I/R
Sympathetic and approachable in dealing with sensitive nature of some matters and the ability to deal calmly with difficult situations	✓		I/R
Committed to the need for absolute confidentiality	✓		A/I/R



Falkland Islands Government – Job Description

Person Specification:	Legal Support Officer		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training:			
Good general education with at least 4 GCSE Grade A-C inc English and Maths, (or equivalent)	✓		A
Touch typist	✓		A
Full driving licence	✓		A
CILEx professional qualification to be achieved within three years of appointment to progress to Grade E		✓	A
Educated to 'A' Level standard (or equivalent)		✓	A
ECDL or qualifications in typing/word processing/business administration/customer services or similar		✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference