



Falkland Islands Government – Job Description

Job Title:	Trainee Solicitor		
Department:	Government Legal Services	Section:	Law & Regulation
Reports to:	Head of Legal Services		
Grade:	Falkland Islands Government Grade – C	Job Code:	TBD

Job Purpose

To train as a solicitor by working in areas of both contentious and non-contentious and to qualify in the Professionals Skills Course and gain admittance to the Roll of Solicitors. To assist the Attorney General, the Head of Legal Services and the other lawyers in the provision of an effective and efficient legal service to the Government of the Falkland Islands and the Government of South Georgia and the South Sandwich Islands.

Main Accountabilities:

- To support the delivery of a high quality, sustainable legal service that complies with the statutory framework and meets the Governments statutory and contractual obligations
- To develop expertise in law and governance with a varied managed caseload under supervision.
- To shadow lawyers in the team.
- To follow relevant instructions and work collaboratively with other team members to ensure a consistent and holistic approach to service delivery.
- To draft, prepare and process legal documents including agreements, deeds, notices, orders, consents and other relevant work of Government.
- To deliver supervised legal advice in such areas of law as will be allocated.
- To become proficient in advocating on behalf of Government.
- To become proficient in conducting legal research and the preparation of advice to a professional standard.
- To attend both internal and external stakeholder meetings.
- To ensure continuous personal improvement and development within areas of expertise and to maintain a training record
- To adhere to Government policies at all times.

Whilst the above describes your main role, because of the small size of the Legal Services Team, you will need to be prepared, within reason, to sometimes carry out other work to support (and sometimes substitute for) other in the team, including supporting the training and development of any work placement students.

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.



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Additional Information

You must be prepared to quickly acquire a good working knowledge of the Law of the Falkland Islands in relation to equalities (including the Constitution, local primary and secondary legislation, and other relevant UK legislation as it applies to the Falkland Islands), and to familiarise yourself with the functions of the Falkland Islands Government and, as necessary, the Government of South Georgia and the South Sandwich Islands.

Whilst both the law and court systems are based on English law and the English court systems, there are many unique elements which the post-holder will be required to grasp at an early stage.

There is no direct line management required, but the post-holder may be required assist in the supervision and development of support and other staff, such as work experience staff.

The role requires strict adherence to confidentiality rules and protection of privacy within existing policies and legislation.



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Person Specification:		Trainee Solicitor		
Criteria	Essential	Desirable	Assessment Method	
Knowledge, Skills and Experience:				
Minimum of 5 years' relevant experience in legal, policy and/or analytical field	✓		A/I	
Experience in working in a legal service or law practice office environment, ideally with case management experience	✓		A/I	
Demonstrated ability to adapt effectively to changing demands, ensuring objectives are achieved by proactively addressing challenges and making well-informed, sound decisions	✓		A/I	
Strong ability to communicate clearly, effectively, and concisely through a range of methods and technologies, including both written and verbal communication	✓		A/I	
Demonstrated ability to prepare and present reports and other communication materials tailored to suit diverse audiences and professional contexts	✓		A/I/WE/P/R	
Demonstrated ability to prioritise tasks and set realistic deadlines, effectively manage competing demands, and consistently deliver work to the required quality and quantity	✓		A/I	
Demonstrated ability to stay self-motivated and manage tasks effectively while collaborating and liaising with colleagues as appropriate to support team objectives	✓		A/I	
Active commitment to continued professional development	✓		A/I	
Maintains a high level of confidentiality and exercises sound discretion when handling sensitive or confidential information	✓		A/I	
Demonstrates a commitment to improving work practices and processes, showing a willingness to learn new ways of working and actively contribute ideas that support continuous improvement	✓		A/I	
Collaborate with colleagues and demonstrate effective team working	✓		A/I	
Demonstrates the ability to build and maintain effective relationships with client groups, regularly reviewing service delivery and taking responsibility for ensuring the provision of a high-quality service	✓		A/I	
High level of research and analytical skills including the ability to effectively sift and analyse large amounts of complex information and use it to make robust recommendations	✓		A/I/WE/P/R	
Strong interpersonal skills and the ability to advise, communicate, and collaborate across all levels of internal and external stakeholders	✓		A/I/R	
Demonstrable knowledge of social and economic issues affecting the Falkland Islands		✓	A/I	



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Person Specification:	Trainee Solicitor		
Personal Attributes:			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Proactive with considerable initiative, self-motivation and ability to work in a small team to achieve its objectives	✓		I/R
A high level of accuracy and attention to detail	✓		A/I/R
High degree of discretion, judgement and awareness of sensitivity of information in a small community	✓		I
Ability to meet tight deadlines and cope with heavy workloads, whilst maintaining accuracy and composure	✓		I/R
Ability to deal with difficult situations whilst remaining calm and self-controlled	✓		I/R
Understanding of good governance and lawful decision-making	✓		I
Adaptability to working in a small, remote community	✓		I/R
Qualifications/Professional Membership:			
Educated to Degree standard in law, or a degree in a different subject and have completed the Common Professional Examination (CPE)/Graduate Diploma in Law (GDL)	✓		A
Successfully completed the postgraduate UK Legal Practice Course	✓		A
Commitment to undertake and pass the Professional Skills Course and achieve admission to the Roll of Solicitors (England and Wales)	✓		A/I
NB Equivalent combinations of educational qualifications and experience may be considered.			

Method of assessment:

- A - Application Form
- I - Selection Interview
- WE- Written Exercise
- P - Presentation
- R - Reference