**JOB DESCRIPTION**

**DEPARTMENT STATES GREFFE AND LEGISLATIVE DRAFTING OFFICE**

**JOB TITLE LEGISLATIVE DRAFTER (LIMITED TERM APPOINTMENT)**

**REPORTS TO PRINCIPAL LEGISLATIVE DRAFTER**

1. **JOB PURPOSE**

To draft legislation, both principal and subordinate, for enactment by the States of Jersey.

1. **PRINCIPAL ACCOUNTABILITIES**
   1. To liaise and work as a team with departmental officers to implement the strategic policies of the States by -
      1. preparing legislation (both principal and subordinate) which states clearly and unambiguously the purposes which the promoting Minister wishes to achieve and which cannot be misunderstood, even by those who wish to be excluded from the effects of the legislation;
      2. ensuring that departmental officers appreciate fully all the legal and practical consequences of the legislation which is being drafted;
      3. attending meetings to discuss and explain drafts as expressions of Ministerial policy and undertaking such revisions as are necessary to give effect to alterations of policy.
   2. To undertake peer review of drafts produced by other Legislative Drafters and to liaise with them on their projects where appropriate.
   3. To liaise and consult with the Law Officers’ Department on unresolved legal issues arising from the legislation, and on ECHR compliance and penalty provisions.
   4. To undertake such other duties as may be allocated by the Principal Legislative Drafter.
2. **KNOWLEDGE AND SKILL**

The successful candidate must be qualified as an advocate, barrister or solicitor in a Commonwealth jurisdiction with at least 5 years’ experience in legislative drafting, preferably of primary legislation.

Knowledge of IT for drafting offices would be a distinct advantage.

As this is a limited-term appointment the successful candidate must be prepared to adapt quickly to the style of drafting and procedures that apply in Jersey.

For further information please contact Lucy Marsh-Smith, Principal Legislative Drafter, on +44 (0) 1534 441008

Legislative Drafting Office

April 2018