

Role Description & Person Specification

Senior Legislative Drafter

Attorney General's Chambers

About the role

The Attorney General's Chambers provides a legislative drafting service for all Government Departments, Statutory Boards and Offices of the Isle of Man Government. Alongside the drafting of primary and secondary legislation, the Drafting division also provide general advice and assistance to Departments, Boards and Offices of the Isle of Man Government.

This is a permanent position which requires a self-motivated Solicitor, Barrister or Advocate with at least 5 years PQE of drafting primary legislation in a commonwealth jurisdiction. As a senior civil servant you will also be required to provide sound impartial advice and build productive working relationships to support colleagues across Government in the modernisation of the legislation.

What will you do?

Working as part of a team of Senior Drafters and Drafters, you will be personally responsible for drafting a portfolio of the more complex primary law required to support delivery of the Isle of Man Government's Legislative Programme. You will be required to provide legal advice to Departments, Boards and Offices, which might include liaison with politicians, Chief Officers, Policy Officers and other officers drafting secondary legislation, with the overriding aim of supporting sound policy development and translation of that policy into high quality Primary law.

What does that involve?

- Drafting Acts of Tynwald and other legislative instruments;
- Assisting Departments, Boards and Offices in the drafting of subordinate legislation including provision of training to Departmental staff;
- Providing legal advice about legislation to clients as appropriate;
- Conducting peer review of colleagues' drafts; and
- Assisting with the maintenance and development of the legislation online website.
- Providing high quality legislative drafting services and advice in a professional, impartial and responsible manner to the Isle of Man Government;
- Ensuring that Isle of Man legislation is effective, accessible and based on sound legal principles;
- Assisting with the efficient and accurate publication of Acts of Tynwald; and
- Liaising with clients and interested bodies (e.g. Ministry of Justice) for the effective fulfilment of the duties and accountabilities set out above.

What do you need to be successful in this role?	Essential or Desirable	Method of Assessment
Credibility		
Qualified advocate, barrister or solicitor qualified in a common law jurisdiction	E	CV/Checks
Significant post qualification experience drafting primary legislation within a commonwealth jurisdiction	E	CV
Capability		
Significant post qualification experience drafting primary legislation within a commonwealth jurisdiction	E	CV
Up to date knowledge of law	E	CV / Interview
Ability to express legal propositions clearly	E	CV / Interview
Ability to carry out legal research	E	CV / Interview
Knowledge of the process of Government and legislative process	E	CV/Interview
Planning workload and achieving deadlines under pressure	E	CV/Interview
Evidence of continued professional development	D	CV
Computer literate with a good working knowledge of Microsoft Office packages and keyboard skills	E	CV
Ability to work as part of a team and independently and to build positive work relationships (both internal and external)	E	CV / Interview
Good interpersonal / communication skills	E	CV / Interview
Character		
Mature approach, confident and highly credible	E	Interview
Ability to remain calm under pressure	E	Interview
A high level of integrity	E	Interview
Self-motivated and comfortable taking initiative	E	Interview
Completely reliable / ability to work without supervision	E	Interview
High level of attention to detail	E	Interview
Decisive and logical	D	Interview
Ability to work and achieve deadlines under pressure	D	Interview
Other requirements		
Isle of Man Worker	D	Application/Checks
Satisfactory Police Check	E	Application/Checks