***Government of Anguilla***

***Public Sector Development Programme***

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| **JOB DESCRIPTION** **- 1**  |
| **JOB TITLE: Attorney General** |
| **MINISTRY****Office of The Governor** | **DEPARTMENT****Attorney General Chambers** | **SECTION** | **UNIT** |
| **GEOGRAPHIC LOCATION****The Valley** | **TITLE OF IMMEDIATE SUPERVISOR** **H E The Governor** |
| **1. MANDATE****To perform the role of principal legal advisor to the Governor, Executive Council, the House of Assembly and Government ministries. Including the drafting of legally sound legislation and policies, to deliver the Government’s agenda and ensure the maintenance of an institutional framework of law, order and good governance. To superintend criminal cases and advise on civil litigation. To motivate, inspire and develop staff within the Attorney General’s chambers and as a leading member of the legal profession in Anguilla.** |
| **2. KEY FUNCTIONS****Personally or through members of the Attorney General’s Chambers:-**1. **provide advice to the Executive Council, the House of Assembly, the Governor**

**and Government Ministries on a wide range of policy matters including on constitutional, public and private law issues.** 1. **develop, recommend and implement a legislative agenda appropriate to meet Governmental goals and objectives.**
2. **ensure compliance with international conventions within which the Government operates.**
3. **ensure legislation is drafted in a timely manner and in accordance with Government priorities, is legally sound, and constitutionally compliant.**

 **iv. implement appropriate law revisions and reform necessary to uphold the rule of law and deliver Government priorities.** **v. provide advice to the Crown in civil proceedings.**1. **prosecute criminal cases in the High Court and superintend criminal prosecutions more generally.**
2. **provide timely, risk based advice to operational ministries and public authorities including Her Majesties Prison Service and the Royal Anguilla Police Force.**
3. **negotiate and settle major contracts for Government.**
4. **lead and develop a happy and motivated Attorney General’s Chambers able to successfully manage delivery of timely, expert legal advice against a background of multiple competing demands and an extremely broad portfolio.**
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| **Additional Duties include:-** 1. **Prepare draft departmental budget proposals and administer approved budgets.**
2. **Represent the Government at regional and international conventions,**

 **conferences and related law.**1. **Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events.**

 **xiv. Perform other related duties as required by the job function.** |
| **4. KEY RELATIONSHIPS****Report to the Governor****Supervise Senior Crown Counsels, Chief Parliamentary Counsel, Parliamentary Counsels, Parliamentary Counsel/Crown Counsels, Crown Counsels and other legal professionals. Liaise with Government /Ministers and Permanent Secretaries, the Commissioner of Police, public and private sector legal representatives nationally, regionally and internationally.****JOB TITLE: Attorney General** |
| **5. KEY AUTHORITIES** **Authorised to****i. Advise the Governor, Executive Council, the House of Assembly and Government ministries.****ii. Direct the legal operations and administration of the Attorney General’s Chambers.****iii. Guide legislation through the House of Assembly.****iv. Manage the development, drafting and implementation of law revisions and reforms.**1. **Represent the Crown in criminal or civil matters.**
2. **Direct the prosecution of criminal matters.**

**vi. Negotiate and settle Government contracts.** |
| **6. KEY REPORTS** **Reports to International Agencies** **Legal opinions for Executive Council and Governmental Ministries** **Law revision and Reform Reports** |
| **7. PERFORMANCE PARAMETERS*** 1. **Quality and timeliness of advice to the Governor, Executive Council, Ministers. Ministries and public bodies.**
	2. **Extent to which the legislative agenda is completed on time and measures prove effective.**
	3. **Extent to which required law reforms and revisions are delivered in a timely manner.**
	4. **Effectiveness in managing Civil and Criminal litigation on behalf of the Crown.**

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| **8. SCOPE OF THE JOB** **The job carries ultimate responsibility for legal advice to the Government of Anguilla, the representation of the Crown in legal matters and the prosecution of criminal matters.**  |
| **JOB TITLE: Attorney General** |
| **9. PERSONAL QUALIFICATIONS****The incumbent must possess:-*** **strong leadership skills – able to motivate, inspire and develop those they lead.**
* **effective at delivering advice through others and** **managing** **multiple competing demands** **through delegating appropriately, communicating effectively with stakeholders and ensuring the quality and timeliness of the work of their team**.
* **adept at** **building relationships** **across a wide range of senior stakeholders** **to win the confidence of those they advise and to enable them to deliver unwelcome messages where necessary.**
* **an understanding of the cultural, social and political context of the Caribbean.**
* **committed to the highest ethical standards expected of public officials set out in the seven principles of public life (the Nolan principles).**
* **extensive theoretical and practical knowledge and skills in the interpretation, application, operations, systems, processes and procedures of the legal and institutional framework in which Government operates, legal drafting, law reform and revision techniques and methods, civil/criminal prosecution and legal representation methods, interpretative judgement and negotiating ability.**
* **Such knowledge, skills and abilities are normally obtained in the process of acquisition of professional qualification and accreditation as an Attorney at Law, barrister or solicitor together with at least fifteen years related experience five of which should have been at a senior management level.**
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| **This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements** |