

# GOVERNMENT OF ANGUILLA

## JOB DESCRIPTION - 1

**JOB TITLE:** Senior Crown Counsel (Litigation) (Criminal)

**MINISTRY**

Office of The  
Governor

**DEPARTMENT**

Attorney General's  
Chambers

**SECTION**

Criminal

**UNIT**

**GEOGRAPHIC LOCATION**

The Valley

**TITLE OF IMMEDIATE SUPERVISOR**

Principal Crown Counsel (Criminal)

### 1. MANDATE

The post holder is responsible for the conduct of criminal proceedings under the direction of the Principal Crown Counsel (Criminal). The post holder prosecutes the more complex cases in the Courts, assists in legislative reform, and with the management of the Litigation Section of the Criminal Unit (the Unit). The post holder conducts Criminal prosecutions in all the Courts of Anguilla and provides advice to the Police, Ministries and other Departments on criminal matters as required.

The post holder is also responsible for providing advice on new legislation and other related procedures. Additionally, the post holder performs associated legal and operational duties as required.

### 2. KEY FUNCTIONS

- i. Assist the Principal Crown Counsel (Criminal) to manage the workings of the Litigation section of the Unit.
- ii. Advise the Attorney-General and Commissioner of Police.
- iii. Represent the Crown and Commissioner of Police in prosecutions and appeals.
- iv. Assist with associated legal and operational duties as required.

### 3. KEY DUTIES & RESPONSIBILITIES

#### 3.1 CONDUCT OF GENERAL CRIMINAL PROSECUTIONS

3.1.1 Preparing criminal prosecutions for trial in all Courts, which includes:

- i. Drafting all necessary documents;
- ii. Interviewing witnesses;
- iii. Visiting crime scenes where appropriate;

- iv. Conferring with investigation officers; and
- v. Researching relevant law.

2.1.2 Conducting criminal cases in all the Courts of Anguilla. This includes:

- i. Presenting witnesses in a logical order;
- ii. Making submissions where appropriate; and
- iii. Making judgments appropriate to a practicing barrister in the conduct of court matters.

### **3.2 PROVISION OF GENERAL LEGAL ADVICE:**

3.2.1 Giving legal advice to the Police on criminal files. This includes:

- i. Reviewing the evidence;
- ii. Advising on further evidence required;
- iii. Researching relevant law; and;
- iv. Preparing written opinions.

3.2.2 In the same manner give legal advice to other Government Departments on criminal matters.

3.2.3 In the same manner give legal advice to specific ministries as directed by the Principal Crown Counsel (Criminal) and Attorney-General.

3.2.4 Provide other advisory services as directed by the Principal Crown Counsel (Criminal) and Attorney-General.

### **3.3 ASSIST IN THE MANAGEMENT OF THE LITIGATION SECTION**

3.3.1 Assist the Principal Crown Counsel (Criminal) with the management of the Litigation section in the Unit to ensure efficient administration of a range of professional legal issues to assist the Government of Anguilla in the discharge of its mission to control crime.

3.3.2 Assist the Principal Crown Counsel (Criminal) by providing leadership, direction, motivation and development of all officers within the Litigation Section.

3.3.3 Represent the Unit on working committees where legal issues are to be discussed and the opinions of the Unit are required.

3.3.4 Assist the Principal Crown Counsel (Criminal) by drafting and creating as required, office policy for review and agreement with the Attorney-General in relation to the prosecution of offences.

3.3.5 Under the direction of the Principal Crown Counsel (Criminal), assign matters to Counsel for charge approval and maintaining a system of checks and balances to ensure that Charge Approvals are processed in a timely manner. Evaluate, as requested, the services provided and the implementation of programmes in relation to Charge Approvals for the development of the Unit.

3.3.6 Assist the Principal Crown Counsel (Criminal) in ensuring the officers within the Unit are aware of, and trained in, relevant new or amended legislation. Assist with the preparation of a quarterly report for the Principal Crown Counsel (Criminal) and Attorney-General in relation to proposed amendments of any relevant criminal law or procedure legislation.

3.3.7 Keep abreast of current development in prosecution and new initiatives in order to keep the Unit up-to-date with its capacity to prosecute new and developing types of crime.

### **3.4 MENTORING & TRAINING OF CROWN COUNSEL, CROWN COUNSEL I & PUPILS:**

3.4.1 Act as pupil master and mentor to the pupil barristers and provide advice, direction and guidance as necessary.

3.4.2 Provide advice and guidance to Crown Counsel(s) and Crown Counsel I in the Unit on the conduct of their cases as necessary.

3.4.3 Provide reports for the submission to the Principal Crown Counsel (Criminal) on the performances, activities, etc. highlighting the success and challenges.

3.4.4 Provide feedback on the performance of pupils, counsel and administrative staff that do not directly report to them but completes tasks and provide support when required.

3.4.5 Conduct pre-trial conferences.

### **3.5 ASSOCIATED DUTIES**

3.5.1 The post holder will undertake any other duties as directed by the Principal Crown Counsel (Criminal) and/or the Attorney-General to aid in the successful operations of the Unit.

3.5.2 The post holder should be prepared to act as Principal Crown Counsel (Criminal) when or if required.

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### **4. REQUIRED SKILLS AND ATTRIBUTES:**

Demonstrate ability to undertake the following leadership competencies:

- Manage human, financial, and information resources strategically
- Deliver service excellence by demonstrating a firm commitment to organisational goals and customer expectations
- Communicate effectively by persuading others
- Build human capacity through a structured training and development framework
- Strong verbal and written communication skills
- Strong organisational and administrative skills
- Ability to understand, explain and present complex legal ideas to both legal and non-legal audiences at all levels

- Excellent presentation and public speaking skills
- Excellent time-management skills, with the ability to work under pressure while meeting multiple deadlines
- Ability to handle sensitive and confidential information
- Ability to motivate and encourage high performance standards
- Possess conflict management and negotiation skills
- Strong research skills; with the ability to draft clear and concise and comprehensive documents and reports
- Ability to work independently and on a team
- Considerable knowledge and practical experience of the criminal justice system and the interrelationship of criminal justice institutions
- Considerable knowledge and experience in criminal law and prosecution work
- Ability to prepare and conduct criminal cases independently or as lead counsel in court at all levels including any necessary interrelated matters
- Considerable knowledge and experience in extradition, mutual legal assistance and proceeds of crime matters
- Excellent advocacy skills
- Working knowledge of, and an ability to interpret and apply relevant legislation, policies and procedures related to the Unit and its mandate, such as, but not limited to: The Anguilla Constitution Order 1982 and the Code for Prosecutors
- Ability to interpret and apply relevant legislation, policies and procedures related to the Government of Anguilla, such as: General Orders, Public Service Commission Regulations, Financial Institutions, etc.
- Proficient in the use of Microsoft Office Suite and the ability to adapt quickly to other computer software
- Proficient in the use of database management systems (i.e. CLIO or equivalent).

## **5. KEY RELATIONSHIPS**

4.1 Reports to the Principal Crown Counsel (Criminal).

4.2 Liaise with HE the Governor, Deputy Governor, Attorney-General, Commissioner of Police, Chief Parliamentary Counsel and other relevant agencies on behalf of the Principal Crown Counsel (Criminal).

## **6. KEY AUTHORITIES**

The post holder is authorised to:

- i. Assist the Principal Crown Counsel (Criminal) with management of the workings of the Litigation section of the Unit under the supervision and guidance of the Principal Crown Counsel (Criminal).

- ii. Liaise with HE the Governor, Deputy Governor, Attorney-General, Commissioner of Police and other relevant agencies on behalf of the Principal Crown Counsel (Criminal).
- iii. Represent the Crown and Commissioner of Police in criminal prosecutions and appeals.

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**7. KEY REPORTS**

- i. Assist with performance management.
- ii. Assist with the preparation of criminal session report.

**8. PERFORMANCE PARAMETERS**

- i. Compliance with the goals of the Unit.
- ii. Compliance with the aims and objectives of the Prosecution Team.
- iii. Compliance with personal objectives.
- iv. Extent to which Code for Prosecutors has been properly applied.

**9. SCOPE OF THE JOB**

The post holder has a moderate level of decision-making authority within established legislation, Departmental policies, procedures, and guidelines as it relates to criminal proceedings and criminal matters. Assists in the development of the prosecution policy.

**10. QUALIFICATIONS**

*Minimum qualifications and experience.*

1. The post requires a minimum of eight (8) years relevant post-qualification experience at a senior level, in prosecuting significant criminal litigation as lead or sole counsel at all levels of Court, in courts of unlimited jurisdiction.
2. A substantial portion of this experience must be as a prosecutor in a government legal environment.
3. The post holder must be a qualified, practising Barrister or Attorney-at-law of a Commonwealth jurisdiction.
4. The post holder must be capable of being called to the Anguilla Bar.
5. Experience with Child and Vulnerable witnesses would be an asset.

**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 that may be inherent in the job.**  
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