



Attorney General's Chambers

Role:	Legislation Research, Publishing and Editing Officer
Office:	Attorney General's Chambers
Division:	Advisory and Secondary Legislation Division
Location:	Belgravia House
Grade:	Executive Officer
Responsible to:	Legal Practitioner – Advisory
Responsible for:	N/A

Introduction to the Attorney General's Chambers

The Attorney General's Chambers (Chambers) supports the work of His Majesty's Attorney General and His Majesty's Solicitor General—Crown Officers appointed by His Majesty the King. Chambers functions as their legal office and is staffed by Civil Servants, many of whom are qualified lawyers. Chambers occupies a unique, politically neutral, and autonomous position within the Isle of Man Government and is comprised of six legal Divisions: Advisory and Secondary legislation, Prosecutions, Drafting, International Co-operation and Asset Recovery, Commercial, and Litigation. In addition, the Crown Officers are supported by the Crown Division, which delivers the Crown Officers' private office functions, contributes to the effective operation and development of Chambers, and assists in the delivery of the statutory functions of His Majesty's Attorney General.

About the role

The Advisory and Secondary Legislation Division comprises 3 teams:

- **Advisory Team** which provides legal advice across all areas of public law;
- **Secondary Legislation Hub**, which delivers legislative services to Government bodies, including drafting and reviewing secondary legislation and conducting legal research to support the legislative process; and
- **Publishing Team** which ensures timely, accurate publication of Manx legislation and provides legal research support to officers within Chambers.

The Legislation, Research, Publishing and Editing Officer will play a key role in ensuring that the legislation publishing programme is delivered to a high standard. This is a varied and rewarding role that will allow the post-holder to build a wide network of contacts across the Public Service. The post-holder will work as part a friendly team, gaining exposure to a broad range of research and legislative matters. The role also offers opportunities for professional growth and development in a supportive and dynamic environment.

What does that involve?

- Using good organisational and project management skills to help deliver the legislation publishing programme
- Ability to develop and document all procedures relating to legislation publishing and editing

- Excellent communication skills, including the ability to adapt the communication format and style to different audiences
- Being highly motivated, proactive, positive and self-directed, with the ability to work independently within parameters of responsibility and authority
- Being highly organised, agile and able to manage overlapping deadlines and conflicting priorities
- Demonstrating the highest level of personal integrity, maintaining the confidentiality of all information, ensuring the protection of the reputation of Chambers and the Isle of Man Government
- The ability to work collaboratively within the team and Division, across Chambers and with other stakeholders, internally and externally, to support the delivery of the legislation publishing programme
- Maintaining strong attention to detail while working at pace
- Being a committed ambassador for Chambers

Note: The specific duties associated with the role may be varied according to the requirements of Chambers. As such, the post-holder may be required to undertake other tasks or duties commensurate with the grade of the role at the request of their line manager or other senior officer.

What will the post-holder do?

As the Legislation Research, Publishing and Editing Officer within the Advisory and Secondary Legislation Division of Chambers the post-holder will work as part of a small team and be responsible for –

Administering the legislation publishing programme

- Ensuring that Manx legislation is published in a timely and accurate manner and is available to the Isle of Man Government, the legal profession and to the general public
- Preparing and publishing new and consolidated Manx legislation in accordance with procedures and in conformance with agreed publishing targets
- Analysing new legislation and updating and maintaining records of all publishing activity
- Assisting in the preparation and updating of all publishing procedures
- Assisting with responses to legislation website queries.

Assisting in the editorial and administrative functions within the Legislative Drafting Division

- Assisting the drafting team of the Legislative Drafting Division (LDD) in the preparation of Bills and Amendments in accordance with agreed procedures
- Proofreading Bills and Amendments in accordance with the LDD house style manual
- Preparing Keeling Schedules
- Assisting in the preparation of materials for the Ministry of Justice.

Providing a legal research service for legal officers in all divisions within the Attorney General's Chambers

- Undertaking legal research on a wide range of subjects using online and hardcopy resources.
- Providing research results to agreed timescales and in an appropriate manner, including verbally and in writing.
- Maintaining a record of research.
- Informing and supporting the development and use of the legal resources available within Chambers and elsewhere and assisting legal officers in locating and using suitable resources as and when required.

The post-holder may be asked to assist with the provision of training and first line support in the use of the drafting template to users within the Attorney General's Chambers and across IOM Government.

What do you need to be successful in this role?	Essential or Desirable	Method of Assessment
Credibility		
Have knowledge and understanding of legislation and legislative processes	D	CV/Interview
Have a minimum of 5 GCSEs at Grade C or above (one of which must be in English Language) or equivalent experience	D	CV/ Pre-Employment Checks
Capability		
Is highly accurate with strong attention to detail	E	CV/Interview
Have excellent organisational skills and be able to manage large amounts of complex data	E	CV/Interview
Have experience in preparation of reports and other written documentation	D	CV/Interview
Be able to efficiently assimilate technical information, interpret complex situations and convey information to others	E	CV/Interview
Have excellent time management and prioritisation skills	E	CV/Interview
Have strong interpersonal and communication skills, including the ability to deliver training and support to staff at all levels across IOM Government	E	CV/Interview
Be able to work effectively as part of a team or without supervision	E	CV/Interview
Have a demonstrable proficiency in Microsoft software, particularly Outlook, Word and Excel	E	CV/Interview
Character		
Be highly self-motivated, reliable and hard working	E	Interview
Have positive energy and drive	E	Interview
Be resilient and supportive to other team members	E	Interview
Be self-confident, professional and diplomatic	E	Interview
Other requirements		
Isle of Man Worker	D	Application
Satisfactory Police Check	E	Pre-Employment Checks