

# Legal Officer (Legal Research and Advice)

## General Registry

### What will you do?

As one of two Legal Officers within the General Registry, you will undertake ad hoc and more structured legal research and support for members of the Island's judiciary. You will also provide legal advice and support to the Chief Registrar and other officers on a wide range of legal and procedural matters.

### Qualifications, Knowledge and Skills

This is a permanent position which requires a pro-active and self-motivated individual who must have successfully completed the English Bar Professional Training Course or the Legal Practice Course or equivalent Commonwealth or Irish qualifications. You must have and be able to evidence a minimum of 3 years relevant post qualification experience.

The nature and volume of work assigned to the post is inherently unpredictable and variable. You will need to demonstrate an extensive legal understanding and knowledge, or the ability to gain that understanding and knowledge, as well as the ability to research all aspects of law that may arise.

### What does that involve?

As the Legal Officer (Legal Research and Advice) your main duties and accountabilities will be:-

- To provide research support to the judiciary on legal issues both in relation to specific cases and, more widely, in relation to projects such as the Rules of Court;
- To provide proactive legal research, support and advice to the Chief Registrar and staff of the General Registry including in respect of: legislation and related policy and procedural developments; Non-Contentious Testamentary (Probate) applications; and the organisation's statutory information management obligations;
- To act as the primary Judicial Conduct Officer under the Code of Conduct for Members of the Judiciary of the Isle of Man; and
- To be responsible for the development, management and coordination of legal research activity and resources within the General Registry, including the Isle of Man Courts Law Library, and to act as line manager to the Law Librarian.

In addition, other duties and accountabilities include:-

- Providing guidance and training, where appropriate, to members of staff in relation to aspects of law and procedure;
- Being a member of the General Registry's Senior Management Team;

- Contributing, as appropriate, to the modernisation projects within the General Registry, including the introduction of a new case management system; and
- Undertaking such other duties as may be required by the Chief Registrar.

The ability to support the Legal Officer (Courts), who acts as the Clerk to the Magistrates, primarily during periods of absence, would be an advantage as would experience of costs assessment to enable the postholder to act where the Costs Officer is conflicted or otherwise unable to act.

There will be no formal training prior to being appointed to the post although you may need to undertake appropriate training as agreed with the Chief Registrar. Continuing Professional Development is encouraged and you are expected to have knowledge of and keep up to date with legal and other matters relevant to the post.

As a senior officer within the General Registry, the postholder will be expected at all times to demonstrate the behaviours appropriate to the post. The postholder may also be called upon to represent the General Registry in a range of settings both internal and external to the public service.

**Note:** This role description sets out the main duties and key accountabilities for the post, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the role and the postholder is expected to be flexible in the range of responsibilities undertaken in accordance with the requirements of the Chief Registrar.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Successfully completed the Bar Professional Training Course or the Legal Practice Course or equivalent Commonwealth or Irish qualifications	<b>E</b>	CV/Certificate
Minimum of 3 years relevant experience in the Isle of Man, United Kingdom, Republic of Ireland or Channel Islands	<b>E</b>	CV/Certificate
Strong background in civil law	<b>E</b>	CV/Interview
Experience of providing research and support to members of the judiciary	<b>D</b>	CV/Interview
Experience in the preparation and giving of legal advice	<b>D</b>	CV/Interview
Experience of criminal law and/or an ability to act as support for the Legal Officer (Courts)	<b>D</b>	CV/Interview
Experience of probate law and its practical application or an ability to gain that experience	<b>E</b>	CV/Interview
Ability to conduct efficient research and present audience appropriate findings across a range of legal areas	<b>E</b>	CV/Interview
Has open conversations	<b>E</b>	Interview
Builds supportive relationships	<b>E</b>	Interview
Addresses the issues	<b>E</b>	Interview
Is professional and credible	<b>E</b>	CV/Interview
<b>Capability</b>		
Experience of using standard IT systems appropriate to the role and the organisation	<b>E</b>	CV/Interview
Good communication and influencing skills	<b>E</b>	CV/Interview
Problem solving skills and sound judgement	<b>E</b>	CV/Interview
Future focussed	<b>E</b>	Interview
Makes considered decisions	<b>E</b>	Interview
Encourages innovation and supports change	<b>E</b>	Interview
<b>Character</b>		
Self-motivated, self-reliant and resilient	<b>E</b>	Interview
Able to establish and maintain effective relationships	<b>E</b>	Interview
Work as part of a team	<b>E</b>	Interview
Measured and calm approach	<b>D</b>	Interview

Trusts and is trusted	<b>E</b>	Interview
Has positive energy and drive	<b>E</b>	Interview
<b>Circumstances/Interests</b>		
Isle of Man Worker	<b>D</b>	Application/Checks
Satisfactory Police Check	<b>E</b>	Checks
Interest in professional and personal development	<b>E</b>	CV/Interview