

# GOVERNMENT OF ANGUILLA

## JOB DESCRIPTION

**JOB TITLE: Senior Crown Counsel (Civil and Commercial)**

<b>MINISTRY</b> Office of The Governor	<b>DEPARTMENT</b> Attorney General's Chambers	<b>SECTION</b> Civil and Commercial Team	<b>UNIT</b>
<b>GEOGRAPHIC LOCATION</b> The Legal Department, The Valley, Anguilla		<b>TITLE OF IMMEDIATE SUPERVISOR</b> Principal Crown Counsel (Civil and Commercial)	

**1. MANDATE**

*To assist with the management of the workings of the Civil and Commercial Team within the Legal Department, ensuring that the aims and objectives, as set out in the Business Plan, are fulfilled. This will involve, but not be limited to, representing the Crown in claims against Government departments/officials, instituting legal proceedings on behalf of the Crown and providing legal advice, opinions and guidance as necessary.*

**2. KEY FUNCTIONS**

- (i) Assist with the management of the workings of the Civil and Commercial Team.*
- (ii) Advise HE the Governor, Government Ministries and Departments.*
- (iii) Represent the Crown in legal proceedings.*
- (iv) Institute and defend legal proceedings on behalf of the Crown.*

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**3. KEY DUTIES**

- I. *Assist with the management of the staff within the Civil and Commercial Team.*
- II. *Ensure compliance with the objectives and goals of the Legal Department, in so far as that can be achieved by the workings of the Civil and Commercial Team.*
- III. *Institute civil proceedings on behalf of the Crown to recover moneys or property due to the Government; to enforce planning and building laws and regulations, and generally to protect the interests of the Government and the public.*
- IV. *Represent the Crown in claims against the Government, its officers and/or employees.*
- V. *Provide legal advice and guidance to the Ministries and Departments of Government.*
- VI. *Participate in the negotiation and drafting of Memoranda of Understanding in connection with potential inward investment in Anguilla.*
- VII. *Manage civil matters (when required) which arise from criminal investigations or prosecutions, including advising on forfeiture of seized assets and funds.*
- VIII. *Represent the Crown in regional and international conferences, workshops and seminars.*
- IX. *Advise on and draft contracts between Government and third parties.*
- X. *Supervise and lead Crown Counsel in the undertaking of their functions.*
- XI. *Comply with the requirements of the Performance Management System.*
- XXII. **Participate in disaster management activities designed to prepare for, mitigate against and respond to disaster events.**
- xxiii. **Develop and implement strategies for improving and maintaining a high level of Customer Service in the public sector.**
- xxiv. *Perform any other related duties as required by the job function.*

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**4. KEY RELATIONSHIPS**

- (i) Report to Principal Crown Counsel (Civil and Commercial).*
- (ii) Liaise with HE the Governor, Ministers, Heads of Department and external consultants.*

**5. KEY AUTHORITIES**

*The post holder is authorised to:*

- (i) Assist with the management of the workings of the Civil and Commercial Team, under the supervision and guidance of Principal Crown Counsel (Civil and Commercial).*
- (ii) Liaise with, and take instructions from, HE the Governor, Ministers and Heads of Department.*
- (iii) Institute legal proceedings on behalf of the Crown.*
- (iv) Represent the Crown in claims against Government.*
- (v) Provide legal advice and representation for Government departments.*

**6. KEY REPORTS**

- (i) Assist with performance management.*
- (ii) Legal advice to Government Ministries.*

**7. PERFORMANCE PARAMETERS**

- (i) Compliance with the goals of the Legal Department.*
- (ii) Compliance with the aims and objectives of the Civil and Commercial Team.*
- (iii) Compliance with personal objectives.*
- (iv) Extent to which legal representation achieves targeted outcomes.*

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**8. SCOPE OF THE JOB**

*The job carries significant responsibility as a senior member of the Civil and Commercial Team in the Attorney General's Chambers. It also offers the scope of providing advice to Government departments and to represent the Government, its departments and officers in all civil and quasi-civil legal proceedings.*

**9. PERSONAL QUALIFICATIONS**

*The incumbent must possess well-developed practical knowledge and skill in the interpretation, application, processes and procedures of relevant legal frameworks, together with a thorough understanding of the institutional framework in which Government operates.*

*The incumbent should be an Attorney-at-Law with ordinarily at least five (5) years post qualification experience in civil and commercial matters, acquired within a governmental department or environment.*

**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.**

**October 2012**