

## **Details Regarding the Post of Solicitor General, Solicitor General's Chambers, Office of the Attorney General**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for the post of Solicitor General, Solicitor General's Chambers, Office of the Attorney General.

### **QUALIFICATION REQUIREMENTS:**

An Attorney-at-Law of not less than ten years standing.

### **SALARY SCALE:**

S1: \$155,322.59 per annum (fixed).

### **ALLOWANCES:**

The following allowances are payable:-

- A taxable and pensionable entertainment allowance at the rate of \$1,103.27 per month;
- A taxable and pensionable travelling allowance at the rate of \$974.78 per month; and
- A telephone allowance of \$138.12 per month.

### **DUTIES AND RESPONSIBILITIES:**

- Advises the President, Prime Minister and other members of Cabinet, and all Ministries and Departments of Government on legal matters;
- Represents the Crown in legal matters as well as arbitration and mediation matters;
- Advises on the legal aspect of the State's international relations including relations with international organisations;
- Participates in the negotiation of Bilateral and Multilateral Treaties and Agreements with other States and international organisations;
- Researches areas of the law for the Attorney-General as Government's chief legal advisor;
- Reviews financial documents relating to Loan Agreements and Bond issues on the domestic and international markets;

- Represents the Chambers on various statutory and other Bodies locally, regionally and internationally;
- Prepares reports on attorneys in Chambers as required;
- Monitors the preparation of Court Documents, Government Contracts, Treaties, Conventions and Memoranda of Understanding prepared in Chambers as required;
- Prepares Training Proposals for Chambers as required; and
- Assists with the preparation of the Programme Budget and Estimates for Chambers as required.

**KNOWLEDGE REQUIREMENTS:**

- Constitutional Law, Public Law, Administrative Law and Civil Law practice and procedure;
- Government procedures and practices;
- Practical experience with Constitutional Law, Public Law, Administrative Law and Civil Law practice and procedure;
- Practical experience with Litigation.

**MANAGEMENT COMPETENCIES:**

1. Thinking Strategically
  - Is clear about setting priorities for effective service delivery.
  - Is clear about the goals and purposes of the Chambers in overall service delivery.
  - Creates clear long-term strategies focused on adding value to the citizen and making real, lasting change beyond the Public Service.
  - Delegates roles and responsibilities effectively to colleagues at appropriate levels across Chambers and liaises regularly with other executive leaders.
2. Managing and Team Working
  - Values the contributions that each and every member of the team can make to the delivery of a great service to the public.

- Shapes, promotes and demonstrates by personal example the desired values and culture of the Public Service.
- Demonstrates a real understanding and insight in relation to the need for promoting equality and diversity to achieving organisational priorities.

3. Managing Change

- Seeks out opportunities for innovation and has the courage to take risks and make stepwise changes to how things are done.
- Creates a culture of flexibility and responsiveness, mobilising the Chambers to respond swiftly to changing priorities.
- Considers fully the impact of change on organisation culture, wider Government structures and economic growth.

4. Choosing and Deciding

- Analyses complex data with speed and accuracy to provide a clear direction for policy making.
- Has well developed organisational awareness to take account of multiple stakeholders when making decisions.
- Assesses and manages risks effectively taking account of suitable mitigations to balance risk.
- Is prepared to make and defend unpopular decisions when necessary.

5. Knowledge Management

- Recognises the importance of keeping knowledge up to date and has effective strategies to keep their knowledge current and matched to their level of seniority.
- Shows good awareness of their personal responsibility for managing the knowledge and information they create.
- Grows their own knowledge through networking and learning from others within and outside the Public Service and Chambers, and encourages colleagues to do likewise.

- Ready to adopt new ideas to improve their own knowledge capability.

## **CORE COMPETENCIES**

### 1. Personal Development

- Takes the lead in building a strong culture of self-improvement, talent management and continuous professional development.
- Is sensitive to the need to build teams that are inclusive and offer opportunities for encouraging diversity within a culture of equality of opportunity.
- Encourages team performance through empowering colleagues and encouraging a culture that is not afraid of taking risks in order to achieve enhanced outcomes.
- Sees the importance of succession planning and identifies the development needs of the Chambers so as to inform strategic planning.
- By leading through example, encourages the culture and commitment towards self-improvement. Regularly provides feedback to their colleagues on performance, and encourages teambuilding and corporate responsibility.

### 2. Communicating

- Communicates a clear and unambiguous vision and sense of purpose throughout the Chambers.
- Promotes and presents a positive image of the Chambers both amongst Ministries/departments and to external organisations and the mass media.
- Acts as a role model for junior officers through constantly demonstrating the highest levels of openness and inclusivity.
- Communicates with clarity and unambiguously, in all medium – electronic, verbal, and in written form.

3. Getting the Best from Others

- Understands the strength and weaknesses of the members of their team and identifies and nurtures talent whenever possible.
- Takes account of diverse views and encourages a collaborative working culture by encouraging transparency and open communication.
- Is sensitive to cultural diversity and adapts their leadership style to meet the needs of colleagues both inside and outside of the Chambers.
- Challenges assumptions and confronts issues at senior levels with delivery partners, stakeholders and clients in an assertive yet constructive way.
- Actively promotes knowledge and resource sharing with peers and across functions.

4. Achieving Value for Money

- Strongly focuses upon maximising resource utilisation, and continually questions the value of actions and outcomes against strategic priorities.
- Maintains good financial and budgetary discipline by ensuring accountability for financial controls and systems.
- Makes sensible and informed decisions to shift resources as priorities change and makes these decisions transparently and openly, after exercising due diligence.

5. Delivering at Pace

- Establishes a clear mission where direction and priorities are established and agreed to in order to maximize service delivery.
- States clearly the strategic priorities in terms of tasks and duties that are readily related to job roles.
- Creates a strong culture of performance and accountability.
- Is astute and aware of changing circumstances so that priorities can be reassigned with a strong justification.

- Leads the way in demonstrating how excellent energy, drive and commitment are key to successfully meeting the organisational goals.

### **APPOINTMENT:**

The appointment may be permanent and pensionable or on a Contractual basis.

#### **Pensionable Officer:**

If the appointment is awarded on a permanent basis, the appointment is subject to medical fitness and a probationary period **except** in the case of serving officers who already hold a permanent appointment.

#### **Contract Officer:**

If the appointment is on Contractual Terms it will be for a period of not less than three (3) years, and may be subject to renewal. A contract gratuity at the rate of 20% of basic salary is payable on satisfactory completion of each year of resident service or at the end of the contract.

### **LEAVE:**

Leave is granted as follows:

Forty-two (42) days' vacation leave per calendar year, of which fourteen (14) days must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. There is a maximum accumulation of vacation leave of one hundred and twenty-six (126) days per calendar year.

Twenty-one (21) days sick leave per year for permanently appointed officers or officers appointed on contract and fourteen (14) days sick leave per year for temporarily appointed officers.

### **METHOD OF SELECTION**

The selection process will be based on merit and may involve interviews, oral and/or written tests, and/or any other method of selection approved by the Judicial and Legal Service Commission. Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process and approved by the appointing authority will be valid for a period of two (2) years in keeping with Paragraph 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

## **ASSESSMENT:**

Candidates will be assessed on the following:-

- Relevant qualifications and professional training;
- Experience;
- Special Reports or Appraisal Instrument of the Performance Review and Development System (PRDS) or any other approved System;
- General suitability; and
- Any other assessment method approved by the Judicial and Legal Service Commission.

It should be noted that the Performance Review and Development System (PRDS) appraisals or other relevant appraisals, will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time. Performance will be assessed using the Performance Review and Development System (PRDS).

## **APPLICATION PROCESS:**

Applications on appropriate forms (**SC 35**) to be used by officers permanently employed in the Public Service of Barbados and (**SC 21**) for all other applicants must be accompanied by an up-to-date Curriculum Vitae, a recently completed PRDS report (for public officers) and 2 recent testimonials (for all other applicants). Relevant forms may be downloaded from [https://mps.gov.bb/People\\_Resourcing/forms](https://mps.gov.bb/People_Resourcing/forms).

Applicants are encouraged to review the Guidelines for Submitting Electronic Applications prior to starting their application process, which may be downloaded from [https://mps.gov.bb/People\\_Resourcing/jobs.php](https://mps.gov.bb/People_Resourcing/jobs.php).

Applications should reach the Director General, Ministry of the Public Service, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **October 28, 2022**. Applications with all required documents may be submitted to [vacancy@mps.gov.bb](mailto:vacancy@mps.gov.bb).

Only applicants who meet the eligibility criteria at **October 28, 2022**, will be acknowledged.

The advertisement of the post is scheduled to appear in the Barbados Advocate and the Nation newspapers on **October 16, 2022**.

**PEOPLE RESOURCING AND COMPLIANCE DIRECTORATE  
MINISTRY OF THE PUBLIC SERVICE  
September 26, 2022**