



## JUDICIAL ADMINISTRATION

The Judicial Administration is now accepting applications for the post of:

**DIRECTOR OF LEGAL AID**

**REF: JUD 06/17**

**SALARY: \$91, 992 - \$114, 900 PER ANNUM**

The Director is responsible for the Administration of the system of legal aid in the Cayman Islands. The circumstances, in which legal aid may be granted are set out in the law and requires the exercise of considerable discretion including the need to balance the requirements of fairness and access to justice with the need to effectively use public money.

### **Principal Accountabilities:-**

- To manage and oversee the annual Legal Aid budget of approximately CI\$3 million.
- Receive and consider applications for legal aid, making decisions on grant or refusal and on the terms on which it is granted including an assessment of the financial resources of the applicant in accordance with the provisions of the Legal Aid Law, 2016.
- Determine whether a case is a complex case applying the legal criteria and monitor expenditure under contracts let in such cases.
- Conduct case management hearings where an attorney identifies that expenditure in excess of the statutory limit is likely to be incurred.
- Create and maintain a roster of active attorneys willing to carry out duties under legal aid, determining the suitability of the attorney for the types of cases for which authorization is given
- Allocate an attorney where legal aid is granted.
- To negotiate lawyers' contract fees.
- Creates policies to support the performance of all statutory duties.
- Provide legal advice and representation in civil cases and in such circumstances as the Court Administrator approves.
- Provides legal and policy directions to legal and administrative staff in relation to all matters.
- Advise and responds to inquiries and complaints from members of the public and attorneys in relation to all court related matters.
- Promote the provision of legal services through the Director's office and legal aid generally.

### **Experience and Skills**

- A qualified attorney with a minimum of at least five years' experience, since being called to the Bar.
- Must be eligible to practice in the Cayman Islands.
- Minimum of at least 5 years of management and supervisory experience in a related environment demonstrating high level legal, organizational and human resource skills.
- Must have the ability to lead with vision, articulate priorities and manage effectively, sustain a high level of organizational excellence, develop and execute strategic plans, foster strong and effective working relationships and communicate effectively.
- Negotiation and Deliberation Skills.
- Advocacy skills, preferably in civil cases before the Summary Court, Grand Court.
- Experience in giving legal advice on a wide variety of subject areas under the law.
- Advise on interpretation of various applicable laws.
- Experience in preparing Bills of Cost desirable.
- General knowledge of the legal principles surrounding decision making in a public law setting.

**PLEASE SUBMIT FULLY COMPLETED APPLICATION FORM & RESUME TO:**

**Human Resource Manager**

**Judicial Administration**

**P O Box 495**

**Grand Cayman, KY1-1106**

**Fax: (345) 949-0650**

**Email: [RECRUITMENT@JUDICIAL.KY](mailto:RECRUITMENT@JUDICIAL.KY)**

**DEADLINE FOR RECEIPT OF APPLICATIONS:**

**MAY 5<sup>TH</sup>, 2017**