



**COMMONWEALTH
SECRETARIAT**

Legal Editor

APPLICATION FOR EMPLOYMENT - SECRETARIAT HEADQUARTERS

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competences and other requirements for the position. The person specification describes the skills and experience required for the post. Please consider this and think about how your skills and experience fit with them. Address each point of the person specification and say **briefly** how your skills and experience meet the criteria. Take each one in turn, giving concrete examples from your professional experience which demonstrate how you meet these criteria. Please ensure that you complete the Monitoring Form and return with your application.

Your application should be received no later than **13th March 2007**.

Should you be shortlisted, you will be required to produce evidence of any educational and professional qualifications supporting your application, on the day of your interview.

Before you apply please take note of the following;

- You must be a national of a Commonwealth country.
- Salary on appointment is £41,773 per annum
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to satisfactory references. Please provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that ensuring that you account for the last two years of your employment history, in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. We will not take up references until after any qualified offer of employment has been made.

Thank you for your interest.

Ms Asha Gill

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JOB AND PERSON SPECIFICATION

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| Job Title: | Division: | Grade: |
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| Legal Editor | Legal and Constitutional Affairs Division | H |
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| Reports to: | Adviser and Head of Law Development Section |
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General Information

The Legal and Constitutional Affairs Division (LCAD) facilitates legal cooperation in the areas of constitutional law, combating trans-national crime, international law; and other emerging areas of the law. There are three specialised sections within the division – the Criminal Law Section, the Justice Section and the Law Development Section.

Job summary

Reporting to the Adviser and Head of the Law Development Section, the Legal Editor assists in the production of the Commonwealth Law Bulletin (CLB); acts as liaison and has editorial responsibilities associated with production of law series in a changing publishing environment; and selects, collects and digests Commonwealth and international legal material for LCAD. In addition Legal Editor will undertake the development and management of the change strategy for the publication of the CLB.

Task description

The post-holder:

- Produces the Commonwealth Law Bulletin
- Assists in the development and management of the change strategy for the publication of the CLB, including adaptation to changes in technology and markets;
- Corresponds with CLB correspondents, i.e. Attorneys General, Judges, Law Reform Agencies, law officials and any other responsible officials nominated by Law Ministers of Governments and also with other international organizations, libraries and legal NGO's to obtain latest legal developments in the Commonwealth;
- Sifts, sorts, checks, and classifies legal information, developments and materials received from correspondents and other sources in order to:
 - Select material for inclusion in CLB after appropriate consultations with editorial board;
 - Provide ad hoc legal advice on request.
- Digests, prepares, edits and recommends all selected material for inclusion in the CLB to the Editorial Committee/publishers;

- Carries out research incidental to CLB; liaises with publishers; negotiates timetables for the printing of CLB, indexes and production of indexes respectively;
- Collaborates with publishers to advise on, formulating and implementing all publishing related policy for LCAD, including the format, design and content of publications; advertising and marketing; pricing, promotion and sales strategy; rights and permission, and copyrights issues;
- Liaises with printers and legal indexers on a Pan – Commonwealth basis;
- Assists in preparation of indexes and back copies of CLB for e-delivery;
- Disseminates information within the Division and also to Heads of other Divisions and Sections of relevant legal developments;
- Assists in the general dissemination of information relating to the web pages of LCAD and the newsletter LAWD and other such publications from time to time;
- Reviews and maintains LCAD holding of statutes, law reports, books etc, liaises with internal ComSec Librarian and editors of other publishing houses regarding the acquisition of new materials;
- Provides in-house legal advice and responds to ad hoc requests by governments and other agencies;
- Assists with administrative arrangements regarding in house and external meetings and conferences;
- Performs any other tasks that may be assigned by the Director or Head of the Law Development Section.

Person specification

Education:

Essential: Good honours degree in law and admission to practice as a barrister or solicitor in a Commonwealth country

Desirable: Masters degree in law or related subject

Experience:

Essential: Background in legal research and writing.

Desirable: Experience of international instruments, legislation, statutes and case law

Experience of editing legal publications

Hands-on experience of managing change processes

Competencies

Applicants should be able to demonstrate:

- An ability to independently produce legal material including writing, editing and redrafting material for widespread circulation.
- Strong legal research skills including interpreting and applying statutes, and selecting legal materials for publication.
- High level of organisation and project management skills.
- Strong interpersonal and communication skills.
- Good IT skills including, Microsoft Office, email and internet research.
- In addition, all staff appointed to the Secretariat are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

25 January 2007