

Approved by: _____

Date Approved: _____

JUDICIAL COUNSEL

GENERAL INFORMATION

Division: Registry and Communications

Department: Registry

Unit: N/A

Reports to: Deputy Registrar and Marshal

Supervises: N/A

Job Code:

Range/Band: 6

Date Job Description Written: Feb. 2025

JOB SUMMARY

The Judicial Counsel provides high-level legal support to the President and Judges of the Court by conducting in-depth legal research, analyzing case law, and assisting in the drafting of judgments, orders, and legal opinions. This role is integral to ensuring the efficiency and accuracy of judicial decision-making by tracking cases, preparing case briefs, and advising on procedural developments. Additionally, the Judicial Counsel contributes to the Court's public engagement efforts by assisting in the drafting of speeches, media releases, and educational materials. The role requires exceptional legal expertise, analytical skills, and the ability to work under pressure in a fast-paced judicial environment while maintaining the highest standards of confidentiality and professionalism.

DUTIES AND RESPONSIBILITIES

1. Conducts legal research to support the cases before the Court, the President and Judges and on matters that impact the Court's functions, ensuring well-informed decision-making.
2. Provides legal guidance and case management by tracking assigned cases from filing to resolution, preparing opinions and briefing notes, advising on procedural developments, and keeping the judicial panel updated.
3. Reviews and analyses court documents by examining submissions, summarising key arguments, preparing detailed hearing notes, and offering legal opinions to facilitate judgment formulation.
4. Drafts and refines judgments and orders by assisting in the writing, editing, and vetting of judicial decisions to ensure accuracy, clarity, and legal soundness.
5. Verifies legal references and sources by cross-checking authorities cited in legal briefs and conducting independent research to uphold the integrity of judicial rulings.
6. Prepares official court documents and correspondence, including memoranda, letters, and legal opinions, ensuring consistency with court standards and procedures.
7. Supports judicial communications by drafting media releases, briefing the Communications and Information Department, and assisting in the preparation of public statements to maintain transparency and public trust.
8. Develops educational materials and public outreach content to enhance awareness and understanding of the Court's role and judicial processes.
9. Assists in speechwriting for Judges by drafting and refining addresses for judicial and public engagements, ensuring clarity and relevance to the intended audience.

10. Provides support during Court sittings by assisting Judges with case materials, ensuring smooth proceedings, and addressing any procedural requirements.
11. Ensures corporate compliance by providing legal oversight for the Caribbean Association of Judicial Officers (CAJO) and CCJ Academy for Law (CAL), ensuring adherence to corporate governance standards, regulations, and policies.
12. Provides legal advice and support on matters related to the organization's operations, contractual agreements, and strategic initiatives.
13. Executes organizational initiatives by assisting in the planning, implementation, and evaluation of key programs and projects.
14. Attends and conducts meetings with internal management and external stakeholders, ensuring productive discussions and clear decision-making.
15. Partakes in negotiations and manages dealings with external partners, ensuring favorable legal and operational outcomes for the organization.
16. Assists in organisational management by contributing to the efficient execution of daily operations and long-term planning.
17. Develops strategic plans and contributes to organisational growth by engaging in structured planning and policy formulation.
18. Conducts legal and general research to support decision-making, policy development, and organisational initiatives.
19. Contributes to Court administration by serving on committees, participating in policy discussions, and assisting with contract drafting and review to support the Court's operational efficiency.
20. Performs additional duties as assigned, ensuring alignment with the Court's mission and judicial excellence.

REQUIRED QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCIES

Qualifications:

- A Bachelor of Laws (LLB) from a recognized tertiary institution.
- A Legal Education Certificate (LEC) from a recognized regional or international law school.
- Admission to practice law in CARICOM jurisdiction.

Knowledge:

- Extensive knowledge of Caribbean and international legal systems, including judicial procedures, case law, and statutory interpretation to provide authoritative legal guidance and research support.
- In-depth knowledge of legal research methodologies and sources, enabling thorough analysis of case law, precedents, and legislation.
- In-depth knowledge of judgment writing and legal drafting to assist in preparing court rulings, orders, and judicial opinions with precision and clarity.
- In-depth knowledge of court rules and procedures, ensuring compliance with judicial protocols and the effective handling of case materials.
- Sound knowledge of contract law and legal agreements to assist in drafting and reviewing contractual documents related to the Court's operations.
- Sound knowledge of public communications and legal media relations, aiding in the preparation of press releases and judicial statements for external communication.
- Sound knowledge of judicial education and public outreach, supporting initiatives that enhance public understanding of the Court's role and functions.

Experience:

- A minimum of three (3) years of post-qualification experience in legal research, judicial support, or litigation as well as working within a court, tribunal or legal advisory capacity.
- Proven experience in legal drafting and case analysis.

Skills:

- Ability to conduct in-depth legal research using traditional and digital resources to provide well-supported legal opinions and recommendations.
- Ability to draft and edit complex legal documents, ensuring clarity, accuracy, and adherence to judicial standards.
- Ability to analyze legal arguments and case law, identifying key issues and precedents relevant to judicial decision-making.
- Ability to synthesize large volumes of information into concise legal memoranda, opinions, and reports.
- Ability to verify and cross-check legal citations, ensuring accuracy in judgments and court documents.
- Ability to communicate effectively, both orally and in writing, with Judges, court staff, legal professionals, and the public.
- Ability to manage multiple cases and deadlines while maintaining accuracy and attention to detail.
- Ability to work collaboratively within a judicial environment while maintaining strict confidentiality and professional ethics.
- Ability to work effectively in multicultural and international environments, particularly when coordinating with diplomatic and governmental entities.

Competencies:

- **Legal Analysis and Interpretation** – Demonstrates the ability to critically evaluate legal arguments, statutes, and case law to provide sound legal advice and support judicial decision-making.
- **Judicial Writing and Drafting** – Produces well-structured and legally sound documents, including judgments, orders, and legal opinions, to uphold the integrity of judicial rulings.
- **Case and Workflow Management** – Maintains an organised approach to tracking cases, ensuring timely updates, thorough documentation, and efficient handling of judicial matters.
- **Research Proficiency** – Utilises advanced research tools and techniques to gather, analyse, and interpret legal information for case preparation and judicial review.
- **Professional Ethics and Confidentiality** – Adheres to the highest ethical standards in handling sensitive judicial information and legal proceedings.
- **Judicial Communication and Public Engagement** – Assists in drafting speeches, press releases, and public legal education materials to enhance transparency and understanding of judicial matters.
- **Attention to Detail and Accuracy** – Ensures meticulous review and verification of legal documents, citations, and judgments to uphold the credibility of court decisions.
- **Adaptability and Problem-Solving** – Demonstrates flexibility in handling evolving legal challenges, applying critical thinking to resolve judicial and procedural issues effectively.

AUTHORITY TO ACT

The Judicial Counsel operates under the direct supervision of the President and Judges of the Court, exercising professional discretion in conducting legal research, case analysis, and document drafting. While final judicial decisions rest with the Judges, the Judicial Counsel has the authority to interpret legal principles, assess case law, and provide well-reasoned legal opinions that inform judicial rulings. The role requires adherence to established court protocols and legal frameworks, ensuring that all recommendations and written materials align with the Court's jurisprudence and procedural requirements. Additionally, the Judicial Counsel may be delegated specific responsibilities, such as preparing drafts of judgments, vetting legal documents, and managing case workflows, which require a high level of autonomy and precision.

CRITICAL THINKING AND COMPLEXITY OF DECISION-MAKING

This role demands a high level of critical thinking, analytical reasoning, and legal interpretation. The Judicial Counsel must navigate complex legal issues, distill intricate legal arguments, and identify key precedents that shape judicial reasoning. Each case presents unique factual and legal challenges, requiring the ability to synthesize vast amounts of information and provide clear, well-reasoned legal opinions.

REPORTING RELATIONSHIPS (INDIRECT)

Reports to (Indirect): President
Judges of the Court

LIAISES WITH

- President and Judges
- Administrative Officers (Judicial)
- Other Judicial Counsels
- Legal Officer to the President
- Human Resource Unit
- Court Support Officers
- Library Unit
- IT Department
- PEPU Staff
- Communications and Information Department
- Members of the Legal Fraternity and other Judiciaries
- Governmental Agencies
- Representatives of International and Regional Organizations
- General Public

LEVEL OF IMPACT

The Judicial Counsel plays a pivotal role in supporting the delivery of justice at the highest level within the Caribbean region. The quality of legal research, case preparation, and judgment drafting directly influences the accuracy, coherence, and timeliness of judicial decisions. Errors or omissions in legal analysis could impact case outcomes, judicial credibility, and public confidence in the Court. The role also extends to legal communication and public education, shaping how the Court engages with legal professionals and the wider public.

WORKING ENVIRONMENT

Intrinsic Environment

- Exposure to Sensitive Information

Physical Environment

- Office Based Setting
- Ergonomic Risks
- Screen Time Exposure

Psychological Environment

- High-Pressure Situations
- Emotional Resilience
- Risk of burnout

SIGNATURES

Job Title: Judicial Counsel

Incumbent: _____

Date: _____

Supervisor: _____

Date: _____

Head of Department: _____

Date: _____