



Notice

The Seneschal of Sark.

In accordance with the Reform (Sark) Law 2008 the Seneschal of Sark must retire at the age of 65. He may reapply for a further five-year term of office.

Therefore, notice is hereby given that the post of Seneschal of Sark will become vacant on 14th July 2019.

Any persons ordinarily resident in Sark wishing to apply for this appointment should apply, in writing, by Monday 1 July 2019, to the Chairman of the **Appointments Committee**, c/o La Seigneurie, Sark. The Job Description and Application Form is available online at the Sark Government website at www.gov.sark.gg and http://www.gov.sark.gg/public_notices.html.

Candidates will be informed of their progress by the end of the first week in July. Successful candidates will be called for interview by the Assessment Panel; the interview process may involve working through examples in an examination like environment.

The Seneschal of Sark - Job Description

General

- The Court of the Seneschal is the sole court of justice on the Island of Sark and is presided over by the Seneschal, sitting alone.
- All Civil matters, including litigation, registrations and licencing, may be heard by the Seneschal – criminal jurisdiction is more circumscribed.
- All the functions of the Court may also be conducted by the Deputy Seneschal and Lieutenant Seneschals.
- Appointment procedure is contained within the *Reform (Sark) Law 2008*, as amended, Part 11, Sections 5a to 8.

The Seneschal

- Shall be of full age and ordinarily resident on Sark.
- Shall be of unimpeachable character.
- Need not be legally trained but should have an awareness of Bailiwick legal matters and the workings of the Law in general.
- Maintain confidentiality where appropriate and distance himself from Island politics and controversies.

The Role

- Conduct court proceedings, both civil and criminal, in an orderly manner and according to the dictates of his conscience.
- Read documents in relation to individual cases and more general issues of law.
- Sentence defendants in criminal cases that are within his powers.
- Deal fairly and impartially with civil litigants and ensure “equality of arms”.
- Write judgments in plain language and with reasons.
- Possess basic computing and word processing skills including maintaining data protection compliance.
- Manage the office and co-operate with the other Court officials (Greffier, Prevot).
- Establish a working relationship with the Law Officers and Bailiffs Office in Guernsey.
- Represent the Court and the Island to other jurisdictions.
- Function as Coroner for the Island.
- Notarise documents. (Seneschal and Dep. Seneschal only persons on Sark authorised to do this)

Application for the Role of Seneschal of Sark

Personal details

- Give details for the Assessment Panel to communicate with you by post, telephone and email.
- A brief CV.
- Two references, with contact details.

Candidates are requested to comment on their ability to meet the following criteria and give examples demonstrating how they can satisfy each.

Intellectual Capacity

- Ability to absorb and analyse information quickly.
- Appropriate knowledge of the law and its underlying principles, or the ability to acquire this knowledge where necessary.
- Ability to recognize when a case requires the attention of a deputy with specialized knowledge.

Personal Qualities

- Integrity and independence of mind.
- Sound judgment.
- Decisiveness.
- Objectivity.
- Ability and willingness to learn and develop professionally.

An Ability to Understand and Deal Fairly

- An awareness of the diversity of the community which the court serves
- Commitment to justice, independence and fair treatment.
- Willingness to listen with patience and courtesy.

Authority and Communication Skills

- Ability to explain the procedure and any decisions reached clearly and succinctly to all those involved.
- Ability to write clearly.
- Ability to inspire respect and confidence.
- Ability to maintain authority when challenged.

Efficiency

- Ability to organise time effectively and produce clear reasoned judgments expeditiously.