

## Chief Minister's

Human Resources  
6<sup>th</sup> Floor, Cyril Le Marquand House,  
PO Box 600, St Helier, JE4 8YA  
Tel: +44 (0)1534 440052

23<sup>rd</sup> April 2018

### Private & Confidential

██████████  
HR Operations Manager  
Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

Dear ██████████

### Licence Request

- Competition Policy Advisor permanent licence application

### Background

#### Details of the position, main duties and responsibilities

A Competition Policy Advisor is required to support the development of policy and legislation with the aim of enhancing the States of Jersey's approach to competition and regulation.

In broad terms therefore, the post-holder will work to create the right environment to enable the Jersey Competition Regulatory Authority to be as effective as it can be in its duty to ensure that markets work well for residents and businesses.

In the first instance, the post-holder will assist primarily with delivering substantial reform to the Island's Competition and Regulatory frameworks, in response to recommendations made by Oxera in the review of the Jersey Regulatory and Competition Framework. This will involve changes to the Competition Regulatory Authority (Jersey) Law, the Competition (Jersey) Law, the Telecommunications (Jersey) Law and the Postal Services (Jersey) Law.

The post holder will also assist with the administration of the Chief Minister's functions in the competition and postal services areas and with overseeing the States relationship with the Competition Authority.

This is a high profile and specialist policy area and is a key component of delivering the Island's approach to competition and regulation contained in the Oxera review and the Competition Framework Action Plan, which can be accessed online at:

<https://soj/SearchCenter/Pages/results.aspx?k=competitionframework>

#### Qualifications and experience

The role requires highly developed specialist knowledge or professional experience of policy and strategy development and/or other relevant areas such as competition economics, competition law or economic regulation.

A degree in a relevant subject is required.

Specialist knowledge could include a post-graduate diploma or master's certificates.

Candidates should be able to demonstrate their expertise in and experience of working in areas relating to the supervision of competition in markets and the development of competition policy and law.

OR working in policy development generally, and in economic regulation in particular.

Professional experience could include experience of areas such as: those found within a competition and markets authority, a sectoral regulatory organisation such as Ofwat, Ofgem, the CAA, or the ORR, central / local government, or other relevant consultancy, legal or economics practices.

The post requires the ability to build and maintain good working relationships with a variety of stakeholders, and the capability to communicate at a senior level and to explain complex legislation or regulatory policy.

Local recruitment has been unsuccessful and so a license is being sought to advertise the position in the UK.

### **Recruitment and Selection Approach**

- States Human Resources reviewed the post for potential matches with individuals within the States who were at risk of redundancy or registered for redeployment. The Head of HR, Human Resources discussed the vacancy with [REDACTED] on the redeployment register. This did not go any further because they agreed the role was not a good match for the [REDACTED]. The Head of HR confirmed it was in order to proceed to external recruitment.
- The position was advertised on Working for Jersey.
- [REDACTED]. The application was reviewed by two senior policy specialists within the Financial Services, Digital and Enterprise Unit against a scoring matrix. The decision was that no interview should be offered because whilst [REDACTED], there was no relevant professional experience.
- Subsequently, the Department contacted three external recruitment agencies, Itchyfeet, 1<sup>st</sup> Recruitment and ASL, to see if they had any matches on their database. One potential CV was put forward and this did not have any relevant competition, markets or regulatory experience. One of the agencies confirmed no match on their database.

### **Remuneration**

- Civil Servant Grade 12 - £55,989 to £61,536 per annum

### **Request**

- A license is requested to allow the Department to recruit a competition and markets specialist from the UK.

Yours sincerely,

[REDACTED]  
**HR Business Partner**

Enclosures:-

- Job Description

CC. Recruiting Line Manager  
Chief Officer of Department  
HR Director

## **JOB DESCRIPTION**

**JOB TITLE:** Competition Policy Advisor

**DEPARTMENT:** Chief Minister's Department (Competition and Intellectual Property Unit)

**GRADE:** 12

**REPORTS TO:** Director Strategic Development

### **1. PURPOSE OF THE JOB**

As an advisor within the Chief Minister's Department, the post-holder will support the Director Strategic Development to develop policy and legislation across a range of areas, with the aim of advancing the States of Jersey's approach to competition and regulation.

In broad terms therefore, the post-holder will work to create the right environment to enable the Jersey Competition Regulatory Authority to be as effective as it can be in its duty to ensure that markets work well for residents and businesses.

In the first instance, the post-holder will assist primarily with delivering substantial reform to the Island's Competition and Regulatory frameworks, in response to recommendations made by Oxera in the review of the Jersey Regulatory and Competition Framework. This will involve changes to the Competition Regulatory Authority (Jersey) Law, the Competition (Jersey) Law, the Telecommunications (Jersey) Law and the Postal Services (Jersey) Law.

The post holder will also assist with the administration of the Chief Minister's functions in the competition and postal services areas and with overseeing the States relationship with the Competition Authority.

This exciting and high-profile policy area is a key component of the Island's approach to competition and regulation contained in the Oxera review and the Competition Framework Action Plan (which can be accessed online at [https://soj/SearchCenter/Pages/results.aspx?k=competition framework](https://soj/SearchCenter/Pages/results.aspx?k=competition+framework))

Note: the role focuses on developing and implementing the jurisdiction wide policy, in support of the objectives set out in the States of Jersey's Competition Framework Action Plan. The post-holder will be responsible for developing and implementing that policy for those areas that are within the remit of the competition and intellectual property unit. The post holder will not be responsible for wider implementation internally within government, which is the responsibility of other teams and departments. However, the post holder may work in an advisory capacity / partnership with other government stakeholders as appropriate to develop the States wider approach to competition and regulation

### **2. BACKGROUND**

The States of Jersey demonstrated the importance it places on well-functioning markets by establishing the Jersey Competition Regulatory Authority as a regulatory body 16 years ago and as a competition authority 12 years ago. In relative terms the competition and regulatory regimes are therefore still fairly new.

Ensuring markets and competition work in the interests of consumers remains an important objective for Ministers. This objective features as a key area of focus within the States of Jersey Strategic Plan 2015-2018.

A period of time has now elapsed that has allowed the functioning of the competition and regulatory frameworks to be evaluated. Jersey can now draw on local experience of operating competition and regulatory legislation and evolving practice in the UK and Europe to inform changes to the framework.

There is an international dimension to the operation of the competition and regulatory framework in Jersey. Businesses that operate across jurisdictions value a stable and predictable competition environment. A properly functioning competitive environment is an important factor in constraining the costs that businesses face so that Jersey remains an attractive place from which to conduct business.

The Competition Jersey Law requires the courts to deal with questions of competition in a way that is consistent with the treatment of corresponding questions arising under European Union competition law. In the context of BREXIT an internationally credible competition framework takes on increased importance because of the interest other countries have in ensuring that fair competition is protected. Provisions on competition policy therefore feature in free trade agreements which Jersey may wish to participate in.

### **3. PRINCIPAL ACCOUNTABILITIES**

The post-holder will be expected to

1. Develop and take forward changes to the Jersey regulatory and competition framework: the Competition Regulatory Authority (Jersey) law 2001; the Competition (Jersey) Law 2005, the Postal Services (Jersey) Law 2004, the Telecommunications (Jersey) Law 2002 and work with EDTSC to bring forward changes to the Air and Sea Ports Incorporation (Jersey) law 2015.
2. Supervision of how the JCRA conducts itself as a business in line with the requirements of financial directions;
3. Oversight and further implementation of the Competition and regulatory framework review action plan. In particular develop a work stream with the JCRA to address the cultural and reputational issues surrounding the competition and regulatory system in Jersey.
4. Assist with the administration of the Assistant Chief Minister's functions and powers under the Competition Regulatory Authority (Jersey) law the Competition (Jersey) law and the Postal Services (Jersey) law;
5. Provide analysis and advice to Ministers and senior civil servants on matters relating to competition law, sectoral regulation and the functioning of markets for the Competition and Intellectual Property Unit.
6. Be or become a subject matter expert on specialist policy areas, within the Competition and Intellectual Property Unit (initially the priority will be competition law and policy and sectoral economic regulation).
7. Engage extensively with key stakeholders within and beyond the States of Jersey; the private sector more widely; and the general public on matters relating to government policy relating to competition, regulation the functioning of markets and other policy dossiers.
8. Provide general project management support and lead on own projects. The initial priority will be to ensure that changes to the competition and regulatory framework are delivered in a timely way.
9. Lead on, or provide support to, certain other policy areas from time to time that the competition and intellectual property unit has responsibility for. Examples could include the development of the copyright and related rights framework, development

of the industrial property rights framework, although in the first instance the post-holder is expected to focus primarily on the competition and regulatory framework.

10. Manage delegated budgets for certain projects, from time to time.

#### **4. KNOWLEDGE, TRAINING AND EXPERIENCE TO DO THE JOB**

- The role requires highly developed specialist knowledge or professional experience of policy and strategy development and/or other relevant areas such as competition economics, competition law or economic regulation.
- A degree in a relevant subject is required.
- Specialist knowledge could include: a post-graduate diploma or master's certificates.
- Candidates should be able to demonstrate their expertise in and experience of working in areas relating to the supervision of competition in markets and the development of competition policy and law.

OR working in policy development generally, and in economic regulation in particular.

- Professional experience could include experience of areas such as: those found within a competition and markets authority, a sectoral regulatory organisation such as Ofwat, Ofgem, the CAA, or the ORR, central/local government, or other relevant consultancy, legal or economics practices.
- The post requires the ability to build and maintain good working relationships with a variety of stakeholders, and the capability to communicate at a senior level and to explain complex legislation or regulatory policy.
- The post-holder should have an understanding of the policy, practices and procedures of the States of Jersey.
- The post-holder must maintain up to date knowledge on the competition and regulatory framework and its application in markets of current interest to Jersey.

#### **5. PERSONAL STYLE AND BEHAVIOUR**

Candidates should be able to demonstrate the following characteristics:

- A high level of analytical ability, combined with the ability to understand and manage the occasionally competing needs of organisations and individuals.
- Political awareness and the ability to combine industry analysis with broader political concerns, in order to provide strategic advice to Ministers and senior civil servants within the Chief Minister's Department.
- The ability to reach well-balanced judgements in an impartial, objective and transparent manner.
- Highly effective written and verbal presentation and communication skills.
- Honesty, probity, integrity, resilience and determination, influencing, negotiation and problem solving skills.

## Chief Minister's

Human Resources  
6<sup>th</sup> Floor, Cyril Le Marquand House,  
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21<sup>st</sup> May 2018

### Private & Confidential

██████████  
HR Operations Manager  
Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

Dear ██████████

### Licence Request

We request one permanent licence to recruit to the role of Telecoms Policy Principal in the Digital Policy Team. This is a new post to support the implementation of the Telecoms Strategy.

### Background

The Telecoms Policy Principal will support the Director of Digital and Telecoms Policy in developing strategy and implementing telecoms policies, with the aim of advancing the States of Jersey's digital agenda. In broad terms therefore, the post-holder will be working to help make sure that Jersey continues to be a safe, secure and successful place to live and do business in the Information Age.

In the first instance, the post-holder will be responsible for overseeing the implementation of the new island-wide Telecoms Strategy. A future-proof telecoms strategy is essential not just for the telecoms sector but for Jersey's economy as a whole, including the financial services sector.

Successful implementation of the Telecoms Strategy requires engaging with senior stakeholders across the Government of Jersey and developing strong relationships with external stakeholders including the Jersey Competition Regulatory Authority (the JCRA), Digital Jersey and telecoms providers.

The Telecoms Policy Advisor will be responsible for delivery of the Telecoms Strategy and the accompanying action plan(s). This is a challenging role and includes implementing policies that:

- Promote the rollout of next-generation networks in Jersey;
- Maximise the benefits of the fibre network;
- Help keep the Island safe from threats to its connectivity; and
- Promote transparent and clear policy and regulation.

This business critical and high-profile policy area is a key component of the Island's Digital Policy Framework.

The role requires:

- Qualification to at least to degree level in a relevant subject.
- Highly developed specialist knowledge and professional experience of policy and strategy development and/or other relevant areas such as regulation, economics, law, competition policy and the digital services industry.
- Experience of working in areas relating to telecoms strategy or regulation
- Expertise in and experience of working in telecoms policy and law drafting.

- Knowledge of issues affecting the future of Jersey's position in the digital industries and an understanding of what is required for the States of Jersey to protect the jurisdiction's global profile, to promote its reputation and to enable it to take advantage of opportunities, both locally and internationally.
- The ability to build and maintain good working relationships with a variety of stakeholders, and the capability to communicate at a senior level and to explain complex legislation or regulatory policy.

This post has been identified as strategically important following the Council of Ministers' approval of a new island-wide Telecoms Strategy. Funding has been secured for the post from contingency funding for the rest of this MTFP.

Similar posts requiring specialist digital and / or telecoms policy expertise have been advertised in Jersey with limited success:

- The role of Digital Economy and Media Strategy manager was eventually advertised off-island after three failed attempts to recruit locally.
- The role of Digital Policy and Research Officer was advertised on-island in 2015. Several applications were received but none of them met the most basic criteria required for shortlisting.
- A Digital Policy Advisor role was advertised for internally within the States of Jersey in 2016. There was only [REDACTED] for this role and [REDACTED] was successful in [REDACTED] application [REDACTED].
- A Digital Policy Advisor (Data Protection) role was advertised for in mid-2017. Given previous experience and the specialist nature of the role a licence was made available for that post. Despite this there were no Jersey or UK applicants with digital policy expertise so ultimately an internal candidate was appointed [REDACTED].
- The Telecoms Policy Principal is a senior position and the successful candidate will need to have specialist technical knowledge and experience and the ability to engage and influence at a senior level with both internal and external stakeholders. Given the time critical nature of the policy area, the successful candidate must be able to fulfil the essential criteria of the post on appointment.

### **Recruitment and Selection Approach**

The post will be advertised in Jersey and in the UK to maximise the possibility that a suitably qualified, experienced and skilled person can be appointed.

### **Remuneration**

- Civil Servant Grade 14 - £71,919 - £81,327 per annum depending on experience, subject to evaluation.

### **Request**

The department is seeking one permanent licence for this post to support a key priority identified in the Digital Policy Framework and by the Council of Ministers.

This request is time critical as the Telecoms Strategy and Action Plan was published in January 2018 with challenging deadlines for implementation.

This request is fully endorsed by the Chief Officer of Financial Services, Digital & Enterprise.

If you require any further information, please contact please contact [REDACTED]

Yours sincerely,

[REDACTED]  
**HR Business Partner**

Enclosures:-

- Job Description

CC. Recruiting Line Manager  
Chief Officer of Department  
HR Director

## **JOB DESCRIPTION**

**JOB TITLE:** Telecoms Policy Principal

**DEPARTMENT:** **Chief Minister's Department** (Digital Policy Team)

**GRADE:** **14**

**REPORTS TO:** Director - Digital and Telecoms Policy

### **1. PURPOSE OF THE JOB**

- To lead the development and implementation of appropriate Policy and Strategy across areas of the Department's responsibilities.
- To support the continued development of an advanced digital infrastructure.
- To support the Government of Jersey's long term strategic aims to grow and diversify the economy and to manage economic risks.

In the first instance, the post-holder will lead on delivery of the Island's Telecoms strategy and on the related aspects of the Digital Policy Framework.

### **2. BACKGROUND**

The telecoms infrastructure underpins the delivery of digital services and as such is essential for not just for the telecoms sector but also for Jersey's economy as a whole. The successful delivery of Jersey's telecoms strategy is, therefore, a necessary (but not sufficient) condition for the delivery of many of the economic ambitions that are at the heart of the Government's Strategic Plan.

The telecoms sector is already a significant part of the Jersey economy in terms of both employees and revenues. Jersey has a strong telecoms infrastructure and has made significant levels of investment in infrastructure, including the Gigabit fibre to the premises network. Jersey is committed to maintaining an advanced and robust digital infrastructure.

### **3. PRINCIPAL ACCOUNTABILITIES**

The post-holder will be expected to

- Direct, develop and implement appropriate policies and strategies meeting the objectives and outputs of the Digital Policy Framework and the Telecoms Strategy in accordance with the wider States of Jersey Strategic and Economic Growth plans.
- Ensure policy and legislative development is consistent with economic policy objectives, continued compliance with all relevant international standards and the retention and enhancement of the Island's good reputation internationally.

- Co-ordinate the development of new initiatives to benefit the telecoms sector industry and take responsibility for the passage of enabling legislation through the relevant Ministry and the States Assembly to include timely engagement of the Scrutiny Panel.
- Identify, establish and manage networks and partnerships with States Departments, industry, regulators and other stakeholders to influence and contribute to the development and implementation of effective policies and strategies in relation to the telecoms and wider digital sectors.
- Assist the Director of Digital and Telecoms Policy in representing the island internationally and participating in inter-jurisdictional networks and partnerships to contribute to co-ordinated knowledge transfer and developing pan-jurisdictional strategies and policies.
- To deputise for the Director of Digital and Telecoms Policy when required including attending Ministerial meetings, working groups and external events.
- To provide expert advice to the Minister and senior officers ensuring that any such advice has been properly researched, is robust and is in line with the Department's overall strategic aims.
- To manage the Telecoms Strategy Steering Group.
- To lead on, or provide support to, certain other policy areas that the Digital Policy Team has responsibility for.
- To manage delegated budgets for projects.

#### **4. KNOWLEDGE, TRAINING AND EXPERIENCE TO DO THE JOB**

- The role requires highly developed specialist knowledge and professional experience of policy and strategy development within the telecoms sector.
- A degree in a relevant subject is required and a post-graduate diploma or master's certificate is desirable.
- A minimum of ten years' experience of strategy and policy is required, at least five of which will have been at a senior level, with a proven track record of delivering objectives within a multi-disciplinary environment.
- A thorough understanding of Jersey's telecoms and digital sector and the international context.
- Strong analytical skills and a demonstrable ability to communicate and present information effectively both in writing and orally to a range of audiences.
- Experience and expertise in managing the process of policy formulation and in giving good and timely advice to senior executives and / or politicians.
- Experience of assessing and forming recommendations on complex technical, commercial, legislative and regulatory issues.

- Professional experience could include a track-record in areas such as: a telecoms provider, digital economy related organisation, government, regulation, consultancy, or economics.

Assess the potential impact on Jersey of policy, legislative, technical and regulatory developments relating to telecoms and the digital sector, with particular reference to the UK, EU, ITU, and similar bodies

- The post-holder needs to be able to demonstrate knowledge of issues affecting the future of Jersey's position in the digital industries and an understanding of what is required for the States of Jersey to protect the jurisdiction's global profile, to promote its reputation and to enable it to take advantage of opportunities, both locally and internationally.

## **5. COMPETENCIES**

Candidates should be able to demonstrate the following characteristics:

### Integrity

- Acts with honesty and is trustworthy; treats people fairly, equally and with respect.

### Political Shrewdness

- Exhibits political sensitivity.
- Has a good general awareness of the Island's economy
- Demonstrates an understanding of the technical, legislative and regulatory developments affecting the telecoms sector in Jersey and internationally

### Working in Partnership

- Has a proven ability to work across organisational boundaries in a complex, multi-faceted, organisation.
- Has experience of establishing and maintaining effective, collaborative work relationships both internally and externally in a challenging and complex environment.

### Developing Strategies and Solutions

- Demonstrates well-developed analytical and communication skills.

### Direction and Implementation

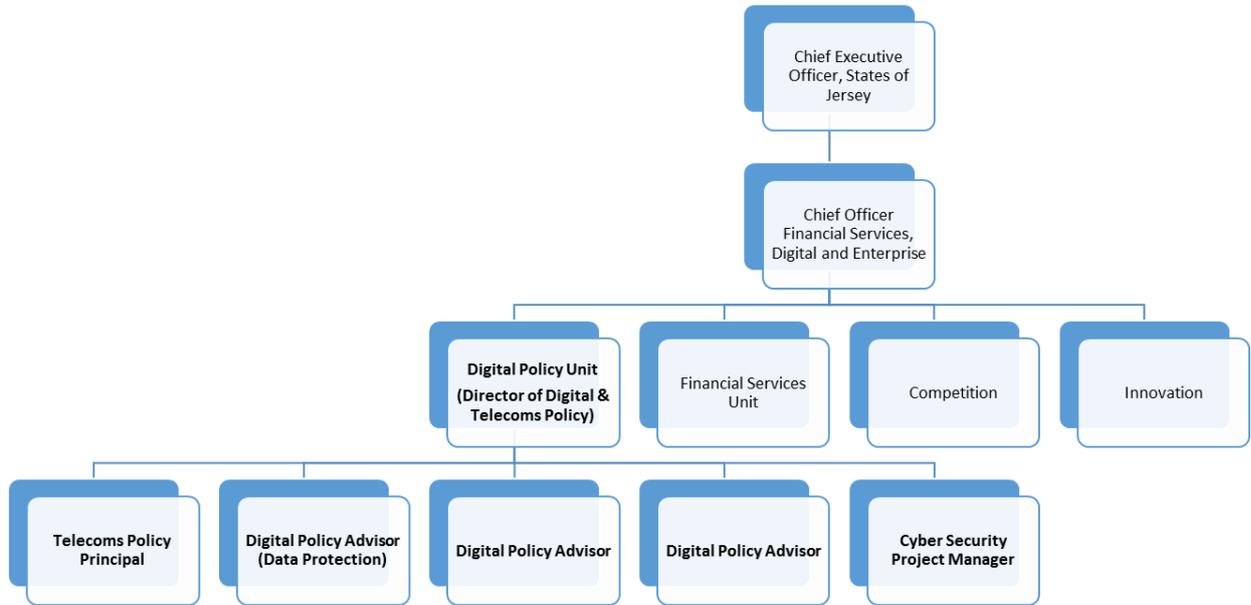
- Has the ability to rapidly acquire an understanding and appreciation of the system of government within the States of Jersey. Leadership
- Provides direction and inspires others to follow.

### Change Agent

- Initiates change and actively motivates others to embrace change.

## **6. ORGANISATION CHART**

The post reports to the Director of Digital and Telecoms policy.



## 7. CHANGE STATEMENT / NEW POST

The Council of Ministers approved a new telecoms strategy for Jersey and the action plan that is required to implement this strategy. The Council of Ministers also approved funding for the appointment of a senior officer to help the Digital Policy Unit deliver the outcomes of the telecoms strategy. The aims of the strategy are to:

- clear the way for cutting-edge networks and innovation to take place in Jersey;
- boost competition, with a view to helping consumers get the best deal;
- modernise the delivery of social policies and emergency service communications;
- protect Jersey from threats to its connectivity; and
- increase transparency of the sector through monitoring of key sector indicators.

The Telecoms Policy Principal will be responsible for coordinating a cross-Government approach, bringing together different departments, the regulator and the industry to deliver an ambitious action plan that will work towards tangible progress for the sector.

**Education Department**  
**Human Resources Section**  
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**Private & Confidential**

People Hub  
Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

01/05/2018

Dear [REDACTED]

**Licence Request**

We request one permanent licence to recruit off island for the role of Head of Governance for Education and any associated business areas which fall within these auspices in the future target operating model.

**Background**

The role of Head of Governance will be responsible for governance across the Education Department and other appropriate areas moving forward. Responsibilities include engendering a culture where governance issues such as data protection, information security and information policy are paramount in the context of a continually evolving worldwide legal requirement for compliance.

The role requires:

- An experienced professional with a minimum of three years' experience at a senior level.
- Qualified to (relevant) degree level.
- Must complete or have completed the PDP Data Practitioner Certificate qualification.
- In depth knowledge of corporate governance issues and also Jersey Education Law, Finance Law, Human Rights and Children's Law.

Following local advertisement, there was only [REDACTED] who did not meet the role requirements. We are aware that there are very few suitably trained individuals on Island, most of which are now fully employed with the forthcoming changes to the Data Protection Law. Those who reside here are already working in such roles. In order to identify and attract appropriately experienced and qualified individuals to undertake the role, we need to recruit from off island. Hence we would appreciate consideration for a licence for this post as we have no options on island.

**Remuneration**

Civil Service Grade 12; salary range £57,109 - £62,767

## Recruitment and Selection Approach

This role was originally advertised as a secondment opportunity in 2017. The successful applicant (and only suitable one) then withdrew. External advertising as per paragraph above has not proved successful. The previous incumbent was recruited on island, [REDACTED]  
[REDACTED]

## Request

The department is seeking a permanent licence for this post to support the key priorities of governance and safeguarding for areas where children and vulnerable adults access frequently.

This request is time critical with GDPR for Jersey (DP18) launching May 2018.

This request is fully endorsed by the Chief Education Officer.

If you require any further information, please contact [REDACTED]  
[REDACTED]

Yours sincerely

[REDACTED]

[REDACTED]  
Senior HR Business Partner  
[REDACTED]

[www.gov.je](http://www.gov.je)

Enclosures :-

1. Job Description

CC. Recruiting Line Manager – Christine Walwyn  
Chief Officer of Department – Justin Donovan  
HR Director – Richard Stevens

## Job Description



<b>JOB TITLE:</b>	<b>HEAD OF GOVERNANCE</b>
<b>DEPARTMENT:</b>	<b>EDUCATION</b>
<b>REPORTS TO:</b>	<b>CHIEF OPERATIONS OFFICER</b>
<b>JOB NO:</b>	<b>386</b>
<b>BAND:</b>	<b>CS12</b>

The States of Jersey combines local government and judiciary services, employing around 7,000 people across a range of departments. The current strategic and business plans, along with practical information about the States of Jersey services can be found on [gov.je](http://gov.je)

### Purpose of the Job

The Head of Governance is responsible for governance across the Education Department. The post holder is tasked with engendering a culture where governance issues such as data protection, information security and information policy are paramount in the context of a continually evolving worldwide legal requirement for compliance. The Head of Governance is the Department's principal source of expertise in providing advice and guidance to staff, in both the department and schools, and to the public in relation to legislation, data protection, information security, online-safety, records management policy and procedure. They will act as the Department's Data Protection Officer (DPO) and will be required to proactively identify areas for improvement and implement processes for addressing and managing risk as well as developing strategic policies and procedures. The job holder will also be responsible for compliance, in particular in relation to finance law, finance directions and data protection.

### Main Duties

#### Data Protection Officer

- Act as Data Protection Officer for the Education Department, providing the principal source of advice and guidance to data controllers across the Education service (Schools, Youth Service and Libraries).
- Provide data protection training to all staff as required.
- Supply bespoke guidance in relation to specific data protection issues.
- Meet with local and national auditors to inform them of the implementation of data and information security.
- Conduct Audits of schools in relation to their data protection processes.
- Continually monitor and identify processes for potential weaknesses and data protection risks across the Department and proactively address them.
- Co-ordinate the release of personal information in relation to subject access requests.
- Manage and draft data sharing agreements with other Departments.

#### Departmental Security Officer (Information Security)

- Responsible for policy on all security matters and provides advice and guidance to the Information Asset Owners.
- Ensures delivery of departmental training and development for all staff.
- Defines security controls and reports on their effectiveness.
- Advises stakeholders on compliance with IT security policy and controls.
- Promotes a security aware culture.
- Advises on impact assessments for key departmental projects.

- Initiates and concludes investigations into IT security incidents.
- Maintain the Department's relationship with relevant organisations.

#### Online-Safety Manager

- To be the departmental lead for all matters in relation to online-safety.
- Act as the decision maker for school requests to make changes to the curriculum network (to approve from an online-safety and data protection perspective) or to unblock access to websites in schools and the Youth Service.
- To act as the principal source of online-safety advice for schools, Highlands College and the Youth Service
- Undertake research and training to keep abreast of UK best practice, liaising with experts in the field on a regular basis.
- Promote and raise the profile of online-safety across Jersey via presentations, press releases and events such as e-safety week.
- Co-ordinate and promote training of staff across schools.
- Chair the Jersey multi agency e-safety Committee.
- Provide advice and guidance to schools in relation to online-safety incidents and follow up safeguarding processes in line with evolving UK guidance and legislation.
- Conduct audits of schools in relation to their online-safety processes.
- Conduct spot checks and monitor pupils' input into search engines and escalate accordingly with the appropriate safeguarding individuals.

#### Legislation

- Maintain awareness of and monitor changes to global, European local legislation and statutory requirements.
- Determine actions required to ensure compliance and advise senior management and Head Teachers on the incorporation and impact of legislation in relation to appeals and disciplinary procedures and third party Court Cases and Inquiries.
- Manage a co-ordinated response to complaints, enquiries and comments from members of the public in relation to policy and processes.
- Oversee and manage the response to all insurance claims against the Education Department.
- Provide the principal source of advice to the Senior Education Welfare Officer and her team in relation to school admissions, transfers and attendance in relation to the legal context of challenging situations such as non-attendance or parental conflict.

#### Financial Compliance

- To take lead responsibility for the planning and delivery of a compliance programme to ensure that the department complies with the Finance Law, Financial Directions and codes of policy.

#### Policy Manager

- Act as the principal source of advice for the content and operation of all departmental policies.
- To advise schools in relation to the implementation of policies and the creation of internal school policies.
- Monitor policies to ensure they still comply with changing legal requirements and varying them where appropriate.
- Researching and developing new policies where required; raise awareness across the Department of the importance of accurate and up to date procedures.

#### Public Records Officer:

- Act as the Department's sole and overarching Public Records Officer – this is a statutory function.
- Ensure that any new policies, procedures and records management systems are compatible with the department's responsibilities under the Public Records (Jersey) Law 2002.
- To respond to requests for information from the Police, lawyers, and any other third parties and to be responsible for approving and signing off any release of this information, judging when this is appropriate within the Law and challenge where it is not.

- Liaise with the Jersey Archive, schools and across the department to source and store documents.
- To advise schools in relation to their records management systems.

### **Working Relationships**

The post holder must possess persuasive abilities in order to foster and develop a sense of ownership of governance issues across the service. They are required to be highly visible without being overbearing; using both written and oral forms of communication to deliver advice which can be highly contentious and unpleasant or sensitive.

The post holder may be involved in managing or communicating about claims or investigations relating to serious injury, child abuse, self harm or suicide. Therefore, sensitive and astute communication skills are paramount to the role.

The post holder will also need to liaise with a large variety of staff in many departments such as the police, social services, health, law officers as well as Head Teachers, teachers and parents, in a multiplicity of situations. Flexibility and empathy in communication is key.

The ability to assimilate large volumes of complex and often legal information and disseminate the relevant sections to the department's Senior Management Team, Head Teachers and other stakeholders is required. This requires excellent communication and presentation skills; in order to provide advice tailored to a diverse range of audiences, ranging from general advice to highly specific situations.

Negotiation skills when providing information or advice that can be sensitive and or challenging is also essential. Tact and diplomacy is required as well as assertiveness and the ability to challenge when being asked to provide information to individuals who are not entitled to that information – especially when the individual is senior or has significant standing e.g. a Head Teacher, police officer, a parent's lawyer.

Astuteness and the ability to tailor advice and the manner in which it is provided depending on the audience, as the post holder provides advice to a wide variety of stakeholders, such as parents; teachers, teaching assistants, Head Teachers and members of the SMT.

The Head of Governance will deal on a regular basis with members of the public who have a wide variety of questions. This require sensitivity and diplomacy in communicating with individuals who may be very distressed or angry. The post holder must be confident in engaging in difficult conversations where the individual may well not like the information received.

The post holder will also be required to disseminate information such as policies to all key stakeholders by all appropriate means, including through training and induction, and ensuring that all communications are unambiguous and consistent.

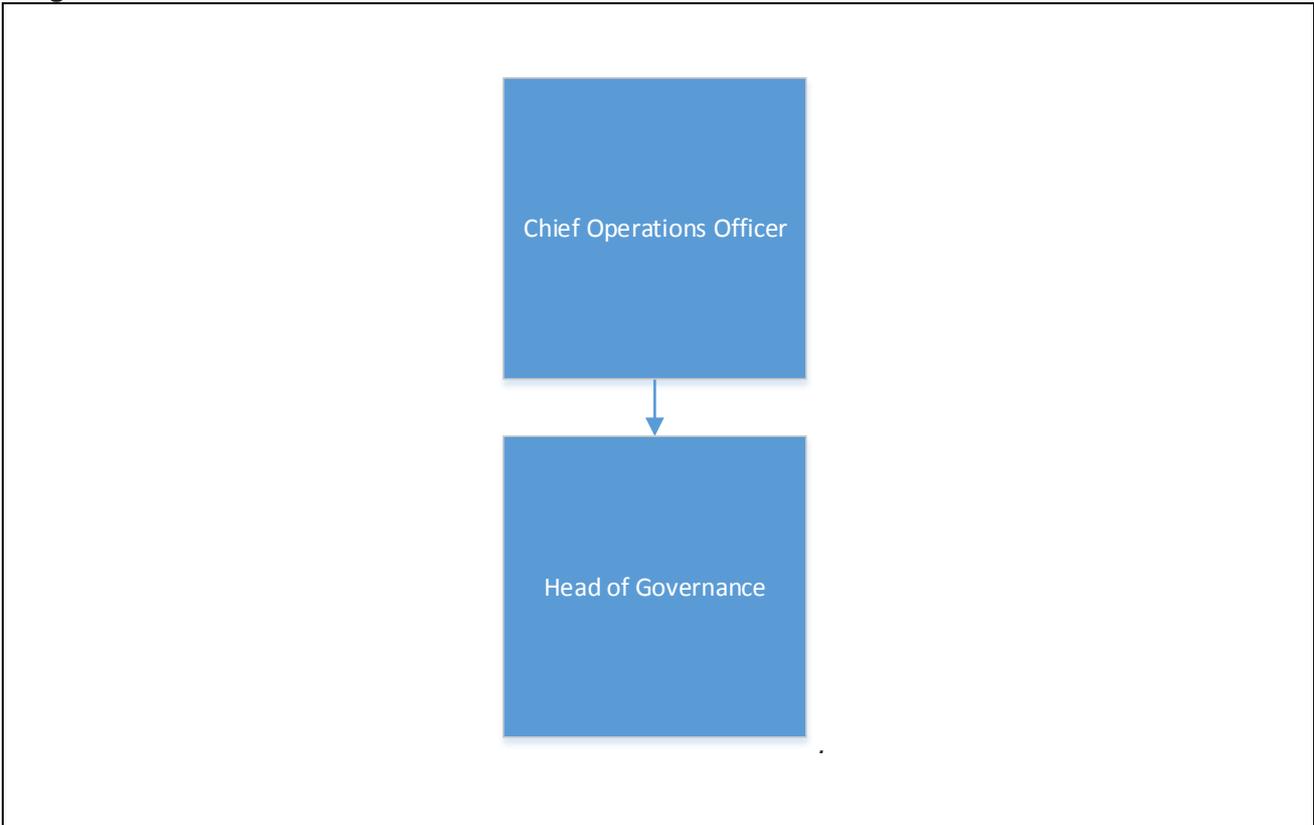
The Head of Governance will attend Senior Management and Ministerial Team meetings to present papers or give oral updates or advise in relation to areas of expertise.

### **Dimensions**

The post holder is responsible for a budget of approximately £50,000.

Although there are no direct report to this post, the Head of Governance is required to supervise and manage staff working for the department in relation to specific information management / security projects to ensure they are meeting Departmental objectives. They will also be responsible for the induction of all new staff in relation to data protection and providing wider training to staff across the department.

### Organisation Chart



### General Responsibilities

These are standard to all States of Jersey Job Descriptions:

- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989;
- To work in accordance with the Data Protection (Jersey) Law;
- To undertake such other duties as may be reasonably expected.

**Person Specification**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>
<b>Qualifications</b>	<p>The post holder will be a graduate (with a relevant degree) with a minimum of 3 years of management experience.</p> <p>The post holder is required to complete the PDP Data Practitioner Certificate as part of their personal development, in addition to attending the annual National Association of Data Protection Officers in London, and other training courses as required.</p>
<b>Knowledge</b>	<p>In depth knowledge and experience of corporate governance issues and detailed understanding of States procedures and local and UK Government.</p> <p>Good understanding of financial policies and procedures</p>
<b>Technical / Work-based Skills</b>	<p>Detailed knowledge of the following laws:</p> <ul style="list-style-type: none"> <li>Data Protection</li> <li>Education Law</li> <li>Finance Law</li> <li>Human Rights</li> <li>Freedom of Information</li> <li>Copyright</li> <li>Public Records Law</li> <li>Children Law</li> </ul>
<b>General Skills/Attributes</b>	<p>Must be highly ICT literate, conversant with legislation and current affairs, and understands the interaction of privacy and information security legislation with current and developing technology and the constantly evolving data protection directives from Europe.</p> <p>Excellent written, communication and presentation skills and the ability to deal with a wide range of people in a variety of situations.</p> <p>A full driving licence is required as visits to schools and sites are frequent</p>
<b>Experience</b>	<p>The budget holder must have at least 5 years experience of dealing with senior management and complex yet sensitive issues.</p>

**Education Department  
Human Resources Section**

PO Box 142  
St Saviour, Jersey, JE4 8QJ  
Tel: +44 (0)1534 449303  
Fax: +44 (0)1534 449445

**Private & Confidential**

30<sup>th</sup> May 2018

Director of Human Resources  
Cyril le Marquand House  
St Helier  
JE4 8QT

Dear [REDACTED]

**Licence Request**

- We request one permanent licences to recruit off island for the role of Training & Development Officer for the Jersey Youth Service and any associated business areas which fall within these auspices in the future target operating model.

**Background**

The role of Training & Development Officer will be responsible for coordinating and ensuring the training requirements within the Jersey Youth Service are undertaken. This is an essential role as the requirements to become a fully trained Youth Officer are bespoke and specialised. This role is integral to continuing the developmental opportunities within the Youth Service, which underpin the Succession Planning held therein.

The role requires:

- An experienced professional with a minimum of five years' experience at a senior level.
- Qualified to degree level in Youth & Community Work. (professionally competent)
- Must complete or have completed the Tutor Ed Certificate in teaching qualification.
- In depth knowledge of youth work policy, procedures and relevant safeguarding law

Following local advertisement in 2017, no suitable local applicants were found. The current post holder [REDACTED] had to be sought off island and a licence was granted for this reason. We are aware that there are very few suitably trained individuals on Island, most of which are now fully employed. In order to identify and attract appropriately experienced and qualified individuals to undertake the role, we need to recruit from off island. Hence we would appreciate consideration for a licence for this post as we have no options on island.

Also the post holder must be seen as professional competent and hold the Youth Work Degree. The Service uses a UK based provider for the youth work degree distance learning programme, and to be able to line manage and supervise trainees the college states that people in these roles must be professionally competent.

## Recruitment and Selection Approach

This role was originally advertised locally and external to the Island in early 2017.

The previous incumbent was recruited off island, [REDACTED]  
[REDACTED]

## Remuneration

Civil Service Grade 11; salary range £51,266 - £57,109

## Request

The department is seeking a permanent licence for this post to support the key priorities for the Youth Service. The Youth Service plays a vital role in delivering services to children and young people of Jersey and to maintain a sustainable workforce is important so that high levels of service are maintained and that staff feel valued and invested in.

This request is fully endorsed by the Chief Education Officer.

If you require any further information, please contact [REDACTED] Principal Youth Officer on either [REDACTED] or email [REDACTED]

Yours sincerely

[REDACTED]  
[REDACTED]  
Senior HR Business Partner

direct dial: [REDACTED]

email: [REDACTED]

[www.gov.je](http://www.gov.je)

## **Department of the Environment**

### **Environmental Health**

Maison le Pape

The Parade

St Helier

JE2 3PU

T: +44(0)1534 445808

People Hub  
Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

14/02/2018

Dear Ms, Mr,

#### **RE: Licence Request**

I would like to apply for a Licence to employ a permanent qualified Environmental Health Officer at the department of the Environment, in the Environmental Health Team.

#### **Background**

The Environmental Health team is a small team which works on the front line in dealing with a very wide remit of issues. These range from Food Safety, through Infectious Disease Investigations to Food Import/Export and from Filthy and verminous premises through exhumations to Air quality and Noise complaints.

The team consists of the Director of Environmental Health, an Assistant Director 4 Environmental Health Officers and 3 Environmental Health Technical Officers. Our plans are to employ a further Environmental Health Officer and 2 Technical Officers to replace leavers and to ensure we have capacity properly to enforce our new Laws, and to continue to serve and protect the population of Jersey and visitors alike.

#### **Recruitment and Selection Approach**

The Technical Officers will be recruited locally.

The Environmental Health Officer must have an extensive degree of professional knowledge, and a relevant qualification. The Loi (1934) sur la Santé Publique requires that Environmental Health Officers are registered in England with (what is now called) the Environmental Health Registration Board.

We know from previous recruitment that it is most unlikely that there will be any suitably qualified candidates on Jersey, and that we will have to recruit in the UK. Wherever possible we seek to recruit locally and train our recruits through to professional qualification. This can take up to 4 years. With the timescale involved on this occasion that will not be possible.

#### **Remuneration**

The post of a qualified Environmental Health Officer is a grade 11 on the current civil service pay scale (£50,261 - £55,989).

## Request

Due to the specialist nature of the role, and the bespoke qualification required of the post holder, the likelihood of recruiting a qualified Environmental Health Officer with 'entitled to work status' is considered extremely low. This is supported by the lack of any suitable local applicant to the previous recruitment exercise in 2016.

This is a pivotal and important role within the department. At a crucial time with the possible effects of BREXIT on Food Imports and Exports, a New Food Law in Drafting [REDACTED], it is important that the right candidate is found to fill this specialist role.

I request that permission is given to advertise this post in the UK and that if a suitable candidate is found and makes it through the interview and selection process, a licence be given to allow that person to be permanently employed in the role with the least restrictions placed on their housing qualifications as possible, to allow the succession process to occur.

It is therefore requested that the licence not be time limited to assist with ensuring continuity within this specialist department.

Yours faithfully,

[REDACTED]

[REDACTED]

[REDACTED] | Director of Environmental Health | Department of the Environment  
Maison le Pape, the Parade, St Helier, Jersey, JE2 3PU | [REDACTED] | [REDACTED]

CC. [REDACTED], HR Business Partner  
[REDACTED], Director, Environment Department

## **JOB DESCRIPTION**

**JOB TITLE:** Environmental Health Officer

**DEPARTMENT:** Environmental Health

**REPORTS TO:** Director of Environmental Health

**GRADE:** 11

### **PURPOSE OF THE JOB**

To assist in the implementation of the Environment Department's environmental health policy with the aims of safeguarding the health, well-being and the environment of the inhabitants and visitors to the island

### **PRINCIPAL ACCOUNTABILITIES**

1. To participate in the engagement with other agencies and outside bodies in collaborative working to determine the health impacts of all relevant policies, to influence health improvements and prevent threats to the health of the public.
2. In conjunction with the Director of Environmental health to plan, organise and co-ordinate monitoring programmes. Take samples for chemical, microbiological or biological analysis. Collate, assess and report results and institute remedial action as required.
3. Act as an Island expert and represent the department on Working Parties, offering advice to other States Departments, Organisations, Businesses and the general public in at least one area related to health protection eg. Food Safety, Port Health, Contaminated Land, Air Pollution, Housing. Etc
4. Undertake the investigations of complaints or requests for service, identify and assess their causes, advise the appropriate body/persons on the possible remedies and where necessary take action to ensure a satisfactory conclusion.
5. Decide on and carry out appropriate enforcement action under the Departments Regulatory Policy, drafting statutory notices preparing cases for prosecution, briefing the prosecuting advocate or centenier prior to appearance in Court and appearing as an expert witness.
6. Initiate and develop effective relationships with other States Departments, local businesses, schools, colleges, the media, non-governmental organisations and the general public in order to raise awareness of all health protection issues, both local and global. Produce educational leaflets, present reports and give presentations. Design, implement and man displays at relevant public events.

7. Plan day to day activities prioritising work, prepare letters, statements of evidence, and reports to the Minister and others etc as may be required to fulfill the duties of the post.
8. Investigate infectious disease cases or outbreaks, assess their risks to public health and take the appropriate action to prevent the spread of disease. Undertake surveillance of carriers and discharged patients, including for example the exclusion of food handlers from work or children from school, and liaise with other outside bodies as necessary.
9. Undertake the inspection of houses and places of human habitation, assess their condition for occupation having regard to the repair, amenity, means of escape in case of fire and space standards and take appropriate action to secure their improvement. Prepare reports in order to facilitate decisions on re-housing and development planning and with respect to the need for demolition and closing orders.
10. Provide cover for other Environmental Health Officers or undertake such other duties as appropriate to the qualifications, experience and grade as may be reasonable required by the Director of Environmental Health to maintain the service including the provision of an emergency service out of normal office hours.
11. Carry out routine inspections for food safety, examine food for fitness for human consumption and investigations of complaints as appropriate, at food premises, markets, stalls and delivery vehicles and outdoor food fairs. Assess their condition in accordance with the appropriate food related legislation and advise management on hygienic and safe food preparation and handling.

## **JOB DIMENSIONS**

The island contains in excess of 1000 food establishments, 33,000 residential properties, 20 dairy farms and is a mix of urban and open country.

## **KNOWLEDGE AND EXPERIENCE**

The post holder must possess a diploma or degree recognised by The Chartered Institute of Environmental Health and have at least 3 years post qualification experience.

Corporate membership of The Chartered Institute of Environmental Health, or equivalent this level of qualification is required as the postholder will have to demonstrate levels of professional competence to the Courts in enforcement actions.

Post qualification diplomas or certificates in for example Acoustics and Noise Control, Atmospheric Pollution Control, Microbiology, Food Science etc are desirable.

The post holder is required to be knowledgeable about and be able to effectively use a range of technical equipment such as noise meters, portable laboratory equipment, microwave testing, gas detection equipment etc.

## **JOB CONTEXT**

The scope and impact of the post is to deal with existing and current health and environmental issues which are brought to the attention of the Service and at the same time assist the Director of Environmental Health in the monitoring of trends and the making of recommendations to Assistant Director, Health Protection for the Health and Social Services Department, which will determine a strategy and policy impacting upon the Environment Departments allocation of available resources, and also impacting upon the policy and capital works of other States Departments.

The posts designated Environmental Health Officers are interchangeable throughout the department.

The post holder will be expected to lead in at least one discipline but will have day to day responsibility to cover a number of specialist functions which will include a range of the following topics:

The investigation and resolution of all complaints and enquiries to the service, in order to protect and where possible improve the health and well-being of the public.

The enforcement of the public health and environmental provisions contained within the Island's food and drug legislation, together with other legislation in order to protect the public from the threat of food or food borne illnesses. This will also involve overseeing the investigation and control of infectious disease cases at district level to prevent the spread of diseases, promoting and disseminating food hygiene information to the food industry and public through seminars and exhibitions, talks and the Chartered Institute of Environmental Health Officers courses, public displays and media involvement.

Providing a monitoring, sampling and advisory service for private and public water supplies, environmental pollution of land, air and water including seawater quality, in order to identify matters which may be considered hazardous and therefore likely to impact adversely on the health of the islands residents.

To protect the health of the islands residents by undertaking a housing inspection and reporting service to bring about re-housing, repair and/or improvement, closure or demolition, or action centered on welfare considerations for those living in poor or substandard accommodation.

The provision of a consultative and advisory service to the Planning and Environment Department and other related agencies on the health protection implications of policies and proposals both at the planning and at the building development stage, ensuring that projects and developments are positive or at least neutral in terms of their health impacts.

To participate in the operation of the service vermin and pest control function at district level by legislative action if appropriate to ensure that the islands populations of pests are controlled.

To participate in the provision of a public educative role to disseminate information on matters of a general health protection or of an environmental or social nature to assist the public in understanding and following a lifestyle commensurate with good health and well-being.

In circumstances where unsatisfactory health and safety conditions are noted during the course of inspections for "Health Protection" purposes, the Officer may in accordance with the Memorandum of Understanding between the departments, give advice or ensure compliance with Health and Safety legislation, and where appropriate liaise with the Health and Safety Inspectorate at the Department of Employment and Social Security to ensure the safety, health and welfare of the employed population.

To participate in the Bailiffs Consultative Panel on Entertainment Licensing in order to safeguard the health and well-being of patrons to events and the wider population who may be subject to nuisance from the activities.

The post holder will have regular dealings with other professions, disciplines and trades in order to maintain effective and meaningful discussions and liaisons and achieve aims and objectives of the department, these will include for example, doctors, advocates, architects and surveyors, scientists and analytical chemists on matters such as medicine, veterinary science, engineering, chemistry, physics, microbiology, law, architectural and food sciences and many other environmental and public health subjects.

## Department of the Environment

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Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

05/02/2018

Dear Ms, Mr,

### **RE: Licences Request – 2x Senior Meteorological Forecasters (Forecaster Grade 1)**

I would like to apply for two Licences to employ two permanent qualified Senior Meteorological Forecasters at Jersey Met at the Department of the Environment.

#### **Background**

Jersey Met is a small and unique team of staff consisting of 12 FTE of which 9 are forecaster, 4 of which are under training and not fully qualified. Historically, all forecasters in the past has been recruited as trainees, who have been developed locally to the Forecaster grade 1 level over a period of 6 years or more. Of the four forecasters currently under development, one has been forecasting for 3 years, the other employee has 2 years' experience, and the third employee has 1 year experience as a forecaster and the final trainee has been in the office for just 6 months and is currently away training for 6 months, and not due back until August 2018.

This week, Jersey Met has received two resignations from our senior forecasting staff. [REDACTED]

Jersey Met have a requirement under aviation and maritime laws to maintain a 24/7 watch on the weather with appropriately qualified staff. It is impossible to maintain this cover reliably with the remaining staff. It is imperative, if we wish to maintain the Islands legal responsibilities, maintain SLA's and keep the airport open, to replace the departing forecasters with a like for like replacement. Failure to do so may jeopardise the aviation service and cause the disintegration of the Met service.

The main duties and responsibilities are included in the attached job description.

The team all work shifts and the 'on duty' staff vary from 3 forecasters during the busy morning period to single manning between 18:00 through midnight to 06:00 the following morning. The experienced Forecaster Grade 1 (most senior position) leads the watch, or will do 'lone work', and therefore requires a significant amount of skill and experience in all weather conditions. This experience generally comes with time served in an operational forecasting position. In Jersey, Jersey Met is the only place where this experience can be gained.

A Forecaster Grade 1 must have the management skills and confidence in his or her ability to carry out the job in extreme weather conditions. They also form part of a team that is expected to carry out the service 24/7, filling in for sickness and doubling up when conditions are poor. It takes a special person to commit to all of this. This responsibility will put tremendous strain on the remaining staff, [REDACTED]. Certainty is required to stabilise the remaining work force. The succession planning in the office takes into account retiring staff but not for the [REDACTED] employees who have recently resigned.

### **Recruitment and Selection Approach**

The intention is to launch the adverts for the two posts through Talent link and on Gov.je/Jobs locally, and at the same time advertise in places likely to attract staff from UK Met Office and, Irish and other Met services, to increase the chances of finding someone before the current employees depart.

### **Remuneration**

The post of a qualified Senior Meteorological Forecaster (Forecaster Grade 1) is a grade CS12 on the current civil pay scale (£55,989 - £61,536) plus shift pay (approx. 15% of annual pay).

### **Request**

Due to the specialist nature of the role, the bespoke qualification required of the post holder, the likelihood of recruiting a qualified Senior Met Forecaster with 'entitled to work status' is considered exceptionally low.

The Department of the Environment requests that permission is given to advertise these two posts in the UK, and beyond, that if a suitable candidate is found, and makes it through the interview and selection process, a licence can be given to allow that person to be permanently employed in the role with the least restrictions placed on their housing qualifications as possible (should no locally qualified person make it through the selection process).

It is requested that the licences are not time limited to assist with ensuring such continuity within this specialist department.

Yours sincerely,

[REDACTED]

HR Business Partner

[REDACTED]

Enclosure: Job Description

CC. Recruiting Line Manager  
Chief Officer of Department  
HR Director

## JOB DESCRIPTION

Department: Meteorological – Planning and Environment Department

Job Title: Forecaster Grade I

Reports To: Senior Meteorologist – Forecasting  
and Principal Meteorological Officer

Grade: 12

### 1. Purpose of the Job

Responsible to the Principal Meteorological Officer for the operational running of the Meteorological Department, a main Meteorological Office, to full International Civil Aviation standards, as laid down in current orders and instructions.

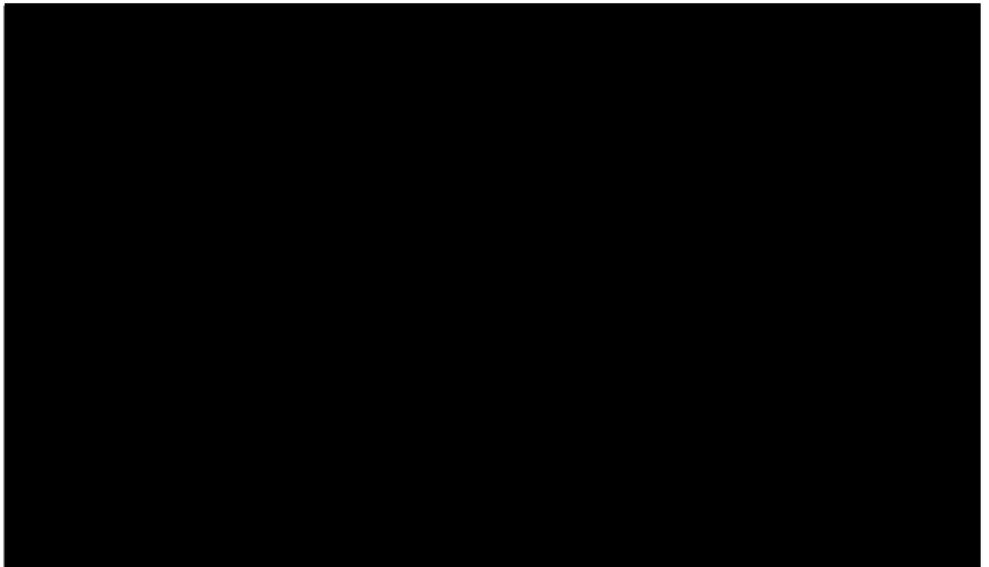
### 2. Principal Accountabilities

- i) To analyse the synoptic situation and forecast its evolution.
- ii) To prepare and issue forecasts for aviation and other necessary information to aircrew and operational staff.
- iii) To initiate and ensure the issue of hazard warnings to aviation users.
- iv) To ensure that the services commissioned by Guernsey are provided correctly and punctually.
- v) To provide forecasts and other meteorological information for shipping and a wide range of public services, including live broadcasts on radio and scripts for television.
- vi) To initiate and ensure the issue of hazard warnings for shipping and public services.
- vii) To ensure that staff on duty are fully conversant with all aspects of their work and carry this out correctly and punctually.
- viii) To advise the Senior Meteorologist – Forecasting on the training needs of Junior staff.
- ix) To assist with and, when directed, take charge of the local training programme for Junior forecasting staff and for Assistant staff.
- x) To carry out meteorological and climatological investigations.
- xi) To maintain discipline on watch, and help with matters concerning general administration.
- xii) As required by the exigencies of the Department to provide observations of current weather and assist in the preparation of daily and monthly meteorological and climatological statistical reports.

3. Knowledge and Experience Required

A degree in Mathematics, Physics or other relevant subject to meteorology. Qualification as an Independent Forecaster with preferably 3 years forecasting experience in an independent capacity.

Demonstrate increasing technical competency on the job, indications of leadership, willingness and ability to acquire skills outside of meteorology, evidence of managerial skills and the desire to take on additional responsibility.



## **Social Security Department**

### **Health and Safety Inspectorate**

P.O. Box 55, La Motte Street

St. Helier, Jersey, JE4 8PE

Tel: +44 (0)1534 447300

Fax: +44 (0)1534 873791

People Hub  
Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

5 February 2018

Dear Mr, Mrs,

### **Re: Licence Request**

I would like to apply for a Licence to employ a qualified Health and Safety Inspector.

### **Background**

The Health and Safety Inspectorate is a small team responsible for the administration and enforcement of the Health and Safety at Work (Jersey) Law 1989 and subordinate occupational health and safety legislation in force in the Island. The team currently consists of the Director (who also holds an operational role), 3 Health and Safety Inspectors, a Technical and Administrative Officer and a part time administrator.

A business case to create an additional FTE Inspector post has recently gained approval. Due to the specialist nature of the post and difficulties typically experienced in recruitment to such a post (see below), an application is being made for a permanent licence under the Control of Housing and Work (Jersey) Law 2012.

A Health and Safety Inspector is a warranted Regulatory post. The main duties and responsibilities are included in the attached Job Information Template.

A Health and Safety Inspector must hold the specialist, bespoke, Post Graduate Diploma in Regulatory Occupational Health and Safety which incorporates a significant element of formal legal training and regulatory processes, and is only administered and delivered by the UK Health and Safety Executive (HSE).

The 3 year training programme to achieve this qualification is only available to Inspectors directly employed by the UK HSE or, subject to the agreement of the HSE, Inspectors employed directly by the governments of Jersey, Guernsey, the Isle of Man, Northern Ireland and Eire.

Unless an 'Entitled/Entitled to Work only' person is currently, or has been, a Health and Safety Inspector employed by the UK HSE or one of the other governments listed above, they will not hold the mandatory professional post graduate qualification required for the post.

### **Remuneration**

The post of a qualified Health and Safety Inspector is a grade 12 on the current civil service pay scale (net £55,989 - £61,536).

## Recent recruitment history

Recruitment to a vacant Health and Safety Inspector post in 2017, following the resignation of an existing qualified Inspector, proved challenging. An attempt to recruit an 'Entitled/Entitled to Work only' qualified Health and Safety Inspector proved unsuccessful, with no applications from a suitably qualified individual received. A subsequent attempt to recruit a trainee Health and Safety Inspector, with the aim of supporting them through the formal 3 year HSE training programme leading to fully qualified Inspector status, failed to find any applicant suitable to reach interview stage.

In June 2017 approval was granted for a qualified Inspector to be employed on a permanent licence issued under the Control of Housing and Work (Jersey) Law 2012. The subsequent recruitment campaign produced a number of strong applications. Whilst the final decision of the interview panel was unanimous and the successful candidate started working for the States of Jersey in January 2018, there was another standout candidate meeting the job selection criteria. Discussions with this individual when communicating the decision of the interview panel identified that they would be keen to be considered in the event of a further vacancy arising in the future.

In line with the States of Jersey 'Recruitment and Selection' policy this individual could be offered an Inspector post within 6 months of their interview without the need for further advertising or recruitment exercises. If the licence application is successful a job offer must be made by 17 April 2018. If this candidate did not wish to take up a job offer a recruitment exercise would be conducted.

## Request

Due to the specialist nature of the role, and the bespoke qualification required of the post holder, the likelihood of recruiting a qualified Inspector with 'entitled to work status' to the new post is considered extremely low. This is supported by challenges associated with recruitment exercise in 2017. It is therefore requested that consideration be given to the granting of a licence to recruit to the newly created post.

The current Director, who has been employed as a Health and Safety Inspector since December 1997 and took over as Director on 1 July 2014, is planning to retire within 

It is important to plan for continuity of knowledge and experience when the Director leaves. It is therefore requested that the licence not be time limited to assist with ensuring such continuity within this specialist Regulatory department.

Yours sincerely,



HR Business Partner

Enclosure:  
Job Description

CC. Recruiting Line Manager  
Chief Officer of Department  
HR Director

## Job Description

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**Job Title:** Health and Safety Inspector

**Reports to:** Director of Health and Safety

**Department:** Social Security

**Division:** Health and Safety Inspectorate

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### Job Purpose:

Promote and ensure compliance with the minimum statutory health, safety and welfare standards set out in the Health and Safety at Work (Jersey) Law, 1989 and subordinate legislation for the working population of the island, and others who may be affected by work activities. Where necessary enforce the relevant statutory provisions through the use of formal legal sanctions.

### Principal Accountabilities:

1. As a member of the Health and Safety Inspectorate assist in the development of the strategic and business planning processes and implement accordingly to enable the Inspectorate to achieve its overall aims and objectives.
2. Inspect workplaces to ensure that all legal requirements relating to health, safety and the welfare of employees, the self employed and members of the public are met. Refer to the appendix for list of current legislation.
3. Assess the degree of risk in any situation and apply reasoned judgement, usually when working alone, to determine the most appropriate course of action. This may include the serving of legal enforcement Notices requiring work to be stopped immediately or corrected by remedial action within a specified timescale in order to avoid accidents or risks to health.
3. Attend and investigate work related accidents, incidents of ill health and dangerous occurrences to determine contributing factors, in order to assess compliance with the legal requirements and identify the appropriate action to take. Where necessary, this will involve the preparation of detailed reports for use in formal proceedings including the Royal Court and inquests
4. Obtain legal witness statements and prepare reports for submission to the Attorney General in the event of a recommendation to prosecute for an infraction of health and safety legislation, liaise with the Crown Advocate considering the report, attend Court proceedings to provide technical and legal assistance to the Crown Advocate and, on occasion, appear as a witness in court actions, particularly in the event of a defended trial.
5. Respond to complaints made by employees, members of the public and others concerning working activities or workplaces in accordance with the Inspectorate's complaints policy.
6. Contribute to the formulation of policy by identifying and analysing trends and statistical data. Develop and implement proactive initiatives to raise awareness, improve standards and ensure compliance with minimum legal requirements in targeted work situations.
7. Provide guidance and information to all those involved with, or affected by, work activities to ensure they are aware of, and comply with, their legal obligations. This will involve dealing with and influencing people at all levels of an organisation including Directors, union representatives, employees and members of the public, who will have

varying degrees of knowledge and understanding and/or attitude towards health and safety risk management.

- 8 Promote an overall awareness of the need for employers and employees to be constantly assessing the degree of risk involved in work activities, to ensure the health and safety of all concerned.
- 9 Develop and prepare authoritative guidance on the legal requirements. Contribute to, and help develop, the Health and Safety Inspectorate's website.
- 10 Give presentations to a wide variety of audiences in order to explain the legal requirements and to promote the effective management of health and safety.
- 11 Represent the Inspectorate on the Bailiff's Entertainment panel, which considers public events subject to the Bailiff's permission, and provide advice to the Bailiff on the issue of an entertainment permit based on the assessment of the health and safety management of the event and, where necessary, provide advice and guidance to the organisers of the events.
- 12 Maintain an up to date knowledge of all local and UK health and safety and related legislation, together with advances in technology and changes in work practices across a wide variety of industries to ensure that the credibility and effectiveness of the Inspectorate is maintained.
- 13 Deputise for the Director of Health and Safety in their absence.

### **Dimensions:**

The Inspectorate team consists of the Director, 3 Health and Safety Inspectors, a Technical and Administrative Officer and a part time administrator.

Health and Safety budget (budget expenditure 2016)	<b>£446,494</b>
Number of regulatory contacts (2016)	<b>9,683</b>
Number of complaints received about working activities (2016)	<b>163</b>
Number of work related accident and ill health reported through the Social Security benefit system (2015)	<b>748</b>
Number of enforcement notices issued (2016)	<b>39</b>

### **Knowledge and Skills:**

1. The post of Health and Safety Inspector is a statutory appointment under Article 12 of the Health and Safety at Work (Jersey) Law, 1989.
2. The post holder must hold a post graduate qualification in Regulatory occupational health and safety. To achieve this qualification a trainee Inspector would undergo a formal training programme, currently 3 years in duration, in conjunction with the UK Health and Safety Executive. This programme involves locally based training and field experience in combination with formal practical and academic courses in the UK. To be eligible for the HSE training programme, the post holder must have at least an Honours degree together with relevant employment experience in a management role.
3. Chartered membership, or knowledge and skills to achieve Chartered membership, of the Institute of Occupational Safety and Health.

4. The post holder must demonstrate maturity, have strong interpersonal skills, the ability to exercise good judgement and speak persuasively, have strong influencing skills, energy and the ability to manage and prioritise a demanding workload.
5. The post holder must possess a considerable breadth of knowledge regarding the range of occupational industries they may deal with. All working environments and activities are covered by the local legislation and will include construction, leisure, engineering, agriculture, manufacturing, harbours and government, and extend to public entertainment i.e. major public events.
6. Health and Safety Inspectors are required to constantly update their knowledge to take account of changing technologies, methods and new legislative requirements. This requires a personal commitment to continuing professional development, including attendance at off-Island courses and seminars. Inspectors also need to be able to manage their own time effectively, and be able to undertake a very high level of subjective decision making, often under challenging circumstances and without recourse to colleagues. A high level of understanding and knowledge of the principles of the Law and subordinate legislation and awareness of all administrative requirements relating to the Courts etc. is essential.
7. Given the nature of the job, a Health and Safety Inspector must be physically fit. They must have the ability and fitness to climb ladders, scaffolds, cranes etc and inspect potentially arduous environments in all types of weather. An Inspector must also have the mental and emotional fitness to be able to deal with different stakeholders under a wide range of circumstances, including, at times, potentially confrontational situations. This may include dealing with people traumatised or distressed following an accident and/or those exhibiting potentially aggressive behaviours following an unwelcome intervention by, or involvement of, the Inspector.

### **Further Relevant Information:**

A Health and Safety Inspector is required to enforce the requirements of the Health and Safety at Work (Jersey) Law 1989 and subordinate legislation made under that Law.

Under Article 12 of the Law an Inspector has extensive powers, including the power to enter any workplace and carry out any inspection or investigation they deem to be necessary.

Where the Inspector identifies a situation that, in their opinion, fails to comply with a legal requirement they have the power under the Law to issue legal administrative sanctions termed Prohibition and Improvement Notices. A Prohibition Notice is served when, in the opinion of the Inspector, there is a risk of serious personal injury and the work must be stopped until the appropriate steps have been taken to ensure the work can continue safely. An Improvement Notice is served when, in the Inspector's opinion, an offence under the health and safety legislation has been committed and measures need to be taken to secure compliance with the Law.

Failure to comply with a Notice may result in unlimited fines and in the case of a Prohibition Notice, up to two years imprisonment. The person the Notice is served on has the right of appeal to an independent tribunal who, if they uphold the appeal, can award significant financial compensation. The Inspector must therefore have the ability to make the correct judgement without recourse to their colleague or Director of Health and Safety.

A Health and Safety Inspector must exercise their powers in a manner that is consistent, proportional, impartial and transparent, and in accordance with the principles set out in the Inspectorate's enforcement policy.

## **Appendix Legislation**

Employers' Liability (Compulsory Insurance) (Jersey) Law 1973

Employers' Liability (Compulsory Insurance) (Exemption) (Jersey) Regulations 1973

Employers' Liability (Compulsory Insurance) (General) (Jersey) Regulations 1973

Health and Safety at Work (Jersey) Law 1989

Health and Safety at Work (Asbestos Licensing) (Jersey) Regulations 2008

Management in Construction (Jersey) Regulations 2016

Explosives (Safety Provisions) (Jersey) Regulations 1972

Fire Resisting Structures (Explosion Pressure Relief) (Jersey) Order 1980

Health and Safety at Work (Appeal Tribunal) (Jersey) Regulations 1989

Health and Safety at Work (Construction) (Personal Protective Equipment) (Jersey) Regulations 2002

Health and Safety at Work (Freight Containers Safety Convention) (Jersey) Regulations 1994

Health and Safety at Work (Freight Containers Safety Convention) (Approvals) (Jersey) Order 1995

Health and Safety at Work (Improvement and Prohibition Notices Appeals) (Jersey) Regulations 1989

Health and Safety at Work (Inquiries Procedure) (Jersey) Regulations 1990

Health and Safety at Work (Lifts) (Jersey) Regulations 1990

Health and Safety (Work Experience) (Jersey) Regulations 2006

Safeguarding of Workers (Chains, Ropes and Lifting Gear) (Jersey) Regulations 1980

Safeguarding of Workers (Cranes and Lifting Appliances) (Jersey) Regulations 1978

Cranes (Automatic Safe Load Indicators) (Jersey) Order 1979

Safeguarding of Workers (Electricity at Work) (Jersey) Regulations 1983

Safeguarding of Workers (Highly Flammable Liquids) (Jersey) Regulations 1979

Safeguarding of Workers (Liquefied Petroleum Gas) (Jersey) Regulations 1984

## Approved Codes of Practice

ACoP 1	Pesticides: Code of Practice for the Safe Use of Pesticides on Farms and Holdings Came into force 4 December 1991 (currently out of print)
ACoP 2 Revised	Work with Ionising Radiation Approved Code of Practice Revised edition came in force 1 October 2002
ACoP 3	Safety of Pressure Systems and Transportable Gas Containers Approved Code of Practice Came into force 1 October 1997
ACoP 4	Display Screen Equipment at Work Approved Code of Practice Came into force on 4 January 1999
ACoP 6	The Safe Use of Rider-operated Lift Trucks Approved Code of Practice and Guidance Came into force on 1 June 2001 (currently under revision)
ACoP 7 Revised	Recreational Diving Projects Approved Code of Practice Revised edition came in force 5 May 2015
ACoP 8 Revised	Management of Exposure to Asbestos in Workplace Buildings and Structures Approved Code of Practice Revised edition came in force 1 October 2015
ACoP 9	The Safe Use of Woodworking Machinery Approved Code of Practice and Guidance Came into force 1 July 2011
ACoP 10	Safety in the Use of Machinery Approved Code of Practice Came into force 1 March 2014

**Human Resources Department**  
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**Private & Confidential**

Population Office  
Philip Le Feuvre House  
La Motte Street  
St Helier  
JE4 8PE

3<sup>rd</sup> April 2018

Dear [REDACTED]

**Licence Request**

I am writing to request a licence for [REDACTED] in the role of a Senior HR Manager.

**Background**

States of Jersey is currently undergoing a major transformation of the organisation. This includes a full review of the whole organisation and the subsequent re-structuring of the public sector. The review is currently underway and is in the middle of a 90-day consultation period for the organisation and a 45-day consultation period for tiers 1 and 2 of the organisation.

The increased activity and specialist senior HR skills that will be required are significant. Wide ranging experience at a senior level as an HR practitioner is in high demand and experience of working at a senior level within the public sector is in short supply on the island. While we continue developing our internal talent there are times when we are unable to develop our own talent quickly enough or there is simply not sufficient capacity in the system to support the demand created by the business. We are currently facing a shortage of senior HR Business partnering capacity to meet the increasing demand from the transformation programme.

We are therefore looking to attract externally where we identify suitable candidates and develop our internal talent in a parallel approach. This will allow us to create the right level of business partnering resource to meet the outlined operating model.

**Recruitment and Selection Approach**

At the beginning of 2018, we formally advertised for the role of Senior HRM on island. The demand for this level of roles in the organisation is arising from the proposed re-structure to a new target-operating model and the need to enhance the support provided to Childrens' Services, following the outcome of the Care Enquiry.

In response to this advert, we received 8 applications – ■ external; ■ internal. All applicants are entitled to work in Jersey. One external candidate was shortlisted.

Internal candidates are being progressed separately to this process however following an interview panel, which assessed a presentation, and competency based interview, the panel agreed that the external candidate was appointable and that we should proceed to offer.

The successful candidate is [REDACTED]. [REDACTED] has carried out a number of senior roles and has held a licence in these positions.

[REDACTED] is a senior HR professional and a Chartered Fellow of the CIPD, with board level experience within both the public and private sectors.

■■■■ has an evidenced successful track record of designing and implementing effective and focused people strategy, solutions and change programmes aligned to corporate objectives and being the technical expert and trusted advisor to the business on HR issues. ■■■■ has also held many specialist HR roles within ■■■■ so has a deep understanding of all aspects of Human Resource Management.

Additionally, ■■■■ has strong stakeholder management skills and the ability to influence and work in partnership with senior business leaders by advising, supporting, coaching and challenging them and their teams on all aspects of their people agenda and her role will be to deliver a strategic Human Resources function within a fast paced, target driven regulatory environment.

You will note from ■■■■ curriculum vitae that, prior to arriving in Jersey, ■■■■ worked for nearly 4 years in a senior HR role at ■■■■ Hospital in ■■■■. This additional experience in a health environment is of particular importance to the States of Jersey as we look to strengthen our capability in the provision of healthcare to the island. Consequently, ■■■■ understanding of workforce modernisation programmes in the health environment will provide us with an additional capacity and expertise as the organisation delivers the transformation outlined in the new CEO's target operating model. This experience is unique within the island context and ordinarily we would need to search externally to Jersey to find similar levels of experience.

### **Remuneration**

On successful completion of probation, the overall remuneration will be ■■■■ plus an annual leave entitlement of 24 days.

### **Request**

In summary, we are requesting a licence for a fixed term period of 3 years for an individual that has already held a licence for ■■■■ previous positions ■■■■ in Jersey. The individual has extensive senior HR experience in a number of areas but most specifically health – this is of particular importance as the organisation enters a period of significant organisational and transformational change.

Due to the urgent nature of this hire, I am sending a separate request to the overall SOJ licence request as an organisation.

I trust that I have provided all relevant information that allows you to consider this request.

If you require any further information then please do not hesitate to contact me.

Yours sincerely

■■■■

HR Director

■■■■

[www.gov.je](http://www.gov.je)

Enclosures :

1. Job Description
2. Curriculum Vitae

## **STATES OF JERSEY**

### **JOB DESCRIPTION**

**JOB TITLE:** Senior Human Resources Manager

**REPORTS TO:** Director – Human Resources

**GRADE:** 12/13

### **JOB PURPOSE**

As a senior member of an integrated HR service for the States of Jersey, lead an HR team in providing a professional HR service to a designated larger Department (s). In order to ensure the Department adopts good HR practice in the management of their employees and that the service provided is viewed as making a positive impact on the delivery of business objectives. (The details of the service provided and location to be determined in line with Service Level Agreement(s) between the Head of Profession and Chief Officer of the Department)

As a senior member of the States of Jersey integrated HR Service, provide expertise and lead, on behalf of the Service, an area of HR specialism, so as to enhance the overall skills of the HR function. Work with the Head of Profession/Director of Human Resources, as a key member of the senior team, to initiate the review and development of HR strategy, initiatives and policy.

### **PRINCIPAL ACCOUNTABILITIES**

1. Operate as the principal source of Human Resource expertise to a Department(s) based on a business partnering relationship, and in line with the terms of a Service Level Agreement(s), to ensure that management adopt good HR practice and work within policy guidelines.
2. Lead, support, motivate and develop a HR team in the delivery of a professional human resources service to a larger Department or several departments, in order to deliver the Service Level Agreement. Manage allocated resources, both staff and budgetary, to ensure the most effective use. This may include the preparation and management of an annual budget. Analyse and review the HR service provided in order to evaluate its effectiveness. Following evaluation, recommend corrective action if necessary.
3. Work with the Chief Officer(s) and senior management team(s) in the Department or Departments to develop and implement HR business plan(s) which will support the delivery of business planning for the Department whilst also aligning with a set of generic HR deliverables detailed in the HR Business Plan.
4. As a member of the States of Jersey integrated HR Service, provide expertise in a specialist area of HR so as to enhance the overall skills of the HR function and support

the organisation in terms of internal consultancy. Use this specialist knowledge to develop others in the Function.

5. Take a lead role in ensuring the timely and effective implementation of corporate human resource initiatives and policies. Monitor and evaluate to ensure that policies are in support of overall business needs.
6. Support managers in the effective use of people as a resource, and initiate effective human resource planning e.g. workforce planning, recruitment and retention, succession planning in order to meet future needs.
7. Work with the Board/senior management team(s) of the Department in the promotion and delivery of change initiatives. Where change impacts on an organisational structure, play a key role in the development of a new organisational structure.
8. Provide professional advice and guidance to the Chief Officer(s) and senior management team(s) on all matters of Human Resource strategy, policy, relevant legislation and terms and conditions.
9. Ensure that Managers are equipped to deal with the full range of tasks associated with job analysis, recruitment and retention, absence management and occupational health referral cases, performance management, to include capability, training and development, pensions and health and safety and that they are fully conversant with HR policies and legislative requirements which impact on HR such as Employment Law, Data Protection, Human Rights etc. In line with agreed procedures, work alongside senior managers to ensure discipline and grievance matters are effectively managed.
10. As appropriate, prepare documentation for submission to the Minister in relation to HR issues and attend Committee meetings as required. If necessary, attend Scrutiny Panels and Employment Tribunals, as the principal HR representative for the Department.
11. Work with the senior management team(s), union representatives and central Employee Relations to ensure the maintenance of a healthy employee relations climate. In conjunction with the central Employee Relations section, take a significant role in consultations and negotiations with various pay groups.
12. In consultation with Managers, conduct a training needs analysis and arrange, through the central Learning and Development Manager, for the provision of any necessary training/development. Manage the delivery of the training, as required, and evaluate its effectiveness to ensure value for money.
13. Support managers in the recruitment, re-deployment, secondment, promotion and discipline of staff to include senior manager level. Initiate, design and run Assessment Centres for recruitment when appropriate and can be justified on a value for money basis.
14. Work with the Head of Profession, as a key member of the senior team, to initiate the review and development of HR Strategy and, as required, take a lead role in the review and development of corporate HR policies and initiatives.

15. Ensure own Continuous Professional Development is maintained in line with professional recommendations.

## **DIMENSIONS**

Whole Department HR budget and/or shared impact on the operational Ministry or Ministries/Departments budget.

Staff reporting to post holder.

## **JOB CONTEXT/SCOPE FOR IMPACT**

### **Mission Statement**

The Mission Statement for the Human Resources Department is:

“To provide a Human Resources service that is valued for its professionalism and ability to make a positive difference in supporting the delivery of a better, simpler, cheaper public service”

Therefore at every level, post holders should work towards delivering this aim.

### **Business Partnering Role**

Post holders at this level will be expected to provide a professional HR service, based on a business partnering role, to a designated larger Department or Departments, the terms of which will be detailed in a Service Level Agreement developed and agreed between the Head of Profession and Chief Officer(s) of the Department(s). They will be expected to fulfil this role by focusing on outcomes rather than processes to help resolve business issues and problems. It is likely that they will work alongside Directors on a Board or senior management team. It is therefore essential that the Senior Human Resources Manager is able to take a pro-active approach and influence the Chief Officer and management team to embrace the HR strategy, adopt good HR practice, and work within HR policy and guidelines.

It is likely that the Senior HR Manager will be responsible for leading an HR team, within a designated larger Department or will be responsible for an HR service for more than one Department, dependant on the requirements laid out in the Service Level Agreement.

It is important that post holders acquire quickly a good knowledge of the strategic and operational requirements of the Department they are supporting so as to be able to provide strategic advice and guidance in relation to HR matters to the Chief Officer and senior management team(s). The ability to build effective relationships with the Chief Officer, managers and staff is essential in order to develop the business partnering relationship.

The organisational context is one of continuous change and flexibility requiring a client focused relationship. The approach to organisational development should be both

creative and adaptable. The post holder must consistently be able to demonstrate the relationship between human resource activity and the achievement of business objectives and strategic aims.

### **Integrated HR Function – Working together**

As a senior member of the States of Jersey HR function, it is expected that post holders will work with the Head of Profession to review and develop corporate HR strategy, initiatives and policy and when required take a lead role in the review and development of corporate HR policies and initiatives. This will require leading a small team of HR professionals, brought together from various areas for a short period of time to work on a specific policy or initiative.

As a member of the States of Jersey integrated HR Service, it is essential that HR Managers form a cohesive and supportive relationship with fellow HR professionals in order that knowledge is shared and a significant positive contribution is made to the overall achievement of the Function.

### **Promoting and implementing change**

The Senior Human Resources Manager will have a valuable role to play in promoting change and supporting the Chief Officer, managers and staff in implementing and embracing change. It is expected that HR employees at this level act as Change Agents to facilitate the changes required.

There will be a requirement to take a lead in promoting and facilitating corporate HR initiatives. This may include running internal training and development programmes in liaison with the central Learning and Development resource.

### **Specialist core support role**

A post holder at this level may be required to lead a specialist central role, providing a service to all Ministries and departments across the public sector e.g. Learning and Development, Employee Relations, Pensions.

### **Developing an area of specialism**

So as to develop the internal consultancy skills of the HR function so that, as far as possible, the Function becomes self-sufficient, it is expected that senior business partners will have already acquired or will acquire expertise in a specialist area of HR, which knowledge can then be drawn upon by the organisation as required. It is also anticipated that this expertise will be used to develop colleagues in the Function.

### **Contacts**

Contacts include Chief Officers, Directors and senior managers, politicians (as required), States of Jersey employees, union representatives, fellow HR professionals both internal and external to the States of Jersey, members of the public.

### **Professional Development**

So as to ensure the professional standing of the Function, it is important that professional standards are maintained and enhanced. Therefore ongoing professional development through training and development, attendance at conferences and seminars, study, networking etc is essential.

There is also a personal responsibility to develop and support others in the HR function through mentoring, coaching etc. so as to support succession planning.

As this is a reviewed role in the new HR structure, it is likely that the role will evolve over time.

### **KNOWLEDGE & EXPERIENCE**

<b>Qualifications/Experience Skills</b>	<b>HR Manager III Grade 12</b>	<b>HR Manager IV Grade 13</b>
Educated to at least 'A' level standard or equivalent	<b>X</b>	<b>X</b>
Grad CIPD	<b>X</b>	<b>X</b>
MCIPD	<b>X</b>	<b>X</b>
FCIPD	Ideally	<b>X</b>
Minimum of 3 years post qualification experience	<b>X</b>	
Minimum of 4 years post qualification experience		<b>X</b>
Minimum of 7 years experience in HR with a minimum of 3 years working at middle management level	<b>X</b>	
Minimum of 9 years experience in HR with a minimum of 3 years working at middle management level and 2 years at senior management level		<b>X</b>
A broad based knowledge of HR as well as an excellent working knowledge of the principles of HR best practice	<b>X</b>	<b>X</b>
An 'in depth' knowledge of the States of Jersey's human resources policies	<b>X</b>	<b>X</b>

and procedures is highly desirable		
A good working knowledge of relevant IT packages plus an ability to acquire a good understanding of the HRIS in order to provide advice to Managers and interpret and act on data produced	X	X

**Post holders at this level will be placed on a training progression dependent on their level of skill and experience. Continuous professional development will be supported and encouraged.**

## **COMPETENCIES**

**Competence in line with Civil Service Competency Framework Stage 4 identified for States of Jersey employees.**

**The following areas of competence are of particular importance:-**

The ability to work at the strategic level of HR is essential in order to provide a significant contribution in determining future HR provision. Equally important is the ability to demonstrate a business understanding. Analytical skills are also of importance in order to evaluate and determine effectiveness of HR provision.

It is likely that there will be a requirement to lead and manage an HR team, therefore the ability to lead, motivate and develop a team and win respect and credibility as a senior professional are of key importance.

Excellent interpersonal and presentation skills and the ability to influence and challenge are of particular importance.

The ability to produce written reports, committee papers and policies to a high standard is also essential.

Initiative, sound judgement and maturity are essential as well as the need to respect confidentiality and act at all times with discretion.

Organisational skills, combined with an ability to prioritise, whilst maintaining high levels of accuracy are essential in order to manage conflicting deadlines.

Post holders should possess good I.T. skills as well as acquire a working knowledge of the corporate HR information system in order to be able to provide advice to managers.

Post holders must be prepared to work flexibly and demonstrate openness to change.

**VERIFICATION**

I confirm that the contents of the job description are a true reflection of the job.

Signed \_\_\_\_\_  
**Head of Profession**

Date

## Human Resources

Cyril Le Marquand House,  
PO Box 600, St Helier, JE4 8YA  
Tel: +44 (0)1534 448230



### Private & Confidential

People Hub  
Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

30/04/2017

Dear PeopleHub

### Licence Request

- This is a request for three Licences, under the Control of Housing and Work Law, to employ three Legal Advisers (Salary LA2 £74,740 to £80,800) in the Criminal Division of the Law Officers' Department, with no time limit.

### Background

- These vacancies are within the Criminal Court Team, the largest team within the Criminal Division, responsible for prosecutions within the Royal and Magistrates' courts.
- These vacancies have been vacant since mid-2017 [REDACTED]
- It is essential that the criminal division is able to recruit for their Criminal Court team and their ECCU team.
- The Chief Minister and Council of Ministers have discussed and agreed to provide funding from Contingency for Financial Crime Enforcement. This has the effect of increasing staffing levels by 5.0 FTE in the Law Officers' department for the years 2017 to 2019 with the recurring costs and FTE requirement to be covered by a growth bid in the next Medium Term Financial Plan.
- The ECCU team within the criminal division is a high profile and significant multi-disciplinary team comprising qualified and experienced Legal Advisers, experienced Police Officers, a Forensic Accountant and support staff. The team will require some experienced professionals who have worked in other financial centers and who have experience of prosecuting financial crime.
- Timely, swift prosecutions in Jersey is a matter which is critical for Jersey's continued reputation as a responsible and safe jurisdiction.
- This is having a significant financial impact as there is need to outsource case work at considerable cost to the Law Officers' department.
- The Criminal team is a high profile and significant multi-disciplinary team comprising qualified and experienced Legal Advisers, as well as support staff. The team will require some experienced professionals who have worked in other financial centers and who have experience within the Crown Prosecution Services as well as proven records of working on high risk cases.

## **Recruitment and Selection Approach**

- The Law Officers' department have advertised both locally and in the UK (specifically amongst the Crown Prosecution Service and other Government Departments) for Legal Advisers (LA2 grade) for individuals with the specific knowledge and experience of Crown prosecution and financial crime prosecution. At this level, the role requires broad professional knowledge and at least five years relevant post qualification experience. The post holder must have detailed knowledge of Crown prosecution, financial prosecution for the ECCU team as well as MONEYVAL regulations.
- In the past year alone, the Law Officers' department have advertised 5 times for a Legal Advisers (LA2 grade), each time the panel has been chaired by [REDACTED], Director of the Criminal Division and always contained two other Senior Legal Advisers or the Attorney General, [REDACTED].
- Advertising in October 2017, the local advert elicited [REDACTED] applications but none of them were suitable.
- In November 2017, the local advert did not generate any applicants.
- In December 2017, the local and UK adverts elicited [REDACTED] applications, [REDACTED] of which was shortlisted for interview but was not appointable.
- In January 2018, the department advertised locally and in the UK and received [REDACTED] applicants, [REDACTED] of which was suitable but declined the offer [REDACTED].
- Another advert was released in March 2018 and received 15 candidates, [REDACTED] of which were interviewed and [REDACTED] are suitable for the role:
  - [REDACTED]
  - [REDACTED]
  - [REDACTED]
- These [REDACTED] candidates have significant experience within the crown Prosecution Services and proven records of working on high risk cases. Their CV's are attached.

[REDACTED]

## **Remuneration**

- The salary range for this role is £74,740 to £80,800

## **Request**

- We would like to request a time-unlimited licence for these [REDACTED] candidates for the post of Legal Adviser 2 in the Criminal Division.

Yours sincerely,

[REDACTED]  
HR Business Partner –Non-Ministerial Departments.

## **Enclosures**

1. Job Description
2. Curriculum Vitae

## **Job Summary**

### **Economic Crime and Confiscation Unit - Legal Adviser**

This is an exciting opportunity to join a new team at the Law Officers' Department in Jersey, the Economic Crime and Confiscation Unit, which is being established in 2017. The new unit will be based at the Law Officers' Department in Jersey and will consist of four Legal Advisers (two based at the Police Station), two Assistant Legal Advisers, one Forensic Accountant and two Detective Constables from the Jersey Financial Crime Unit. The unit will specifically focus on significant economic crime risks to Jersey, prosecuting complex international financial crime and money laundering cases in Jersey's Royal Court.

The work will be interesting, challenging and varied, working with different government agencies both in Jersey and internationally. You will have the support of a friendly, inclusive and highly professional team at the Law Officers' Department, under the leadership of the Attorney General for Jersey.

For an informal discussion please contact Howard Tobias on 01534 441478.

To advise and give comprehensive legal guidance in mainly, although not exclusively, low and medium risk criminal matters including requests for mutual legal assistance.

To represent the Attorney General in mainly, although not exclusively, low and medium risk criminal matters.

## **Job accountabilities**

1. Provide legal advice to the States of Jersey Police, Honorary Police, Customs and Immigration and other investigatory authorities in relation to particular cases under investigation by reviewing the adequacy of the evidence and the public interest. This will include considering the nature of the offence, identifying the most productive lines of further enquiry and recommending the acceptable limit and range of each investigation.
2. Represent the Attorney General in criminal matters before courts, tribunals and other forums.
3. Provide guidance, advise and represent the Attorney General in relation to requests for mutual legal assistance received from other jurisdictions.
4. Provide training to Centeniers and others on relevant aspects of the criminal law and procedure.
5. Supervise Band 1 legal advisers, assistant legal advisers and support staff, providing advice and guidance as appropriate.
6. Support the team to plan and deliver their workload in line with LOD and SoJ priorities.
7. Supervise, research and analyse the implications of case law, legislation and regulatory matters and provide reports as appropriate. This will include supporting senior officers with research and reasoned advice.
8. Ensure adherence to LOD and SoJ administrative procedures and policies including time recording, working within delegated authorities and monitoring progress.

9. Carry out such other duties as the LOD may reasonably request.

### **Job context / dimensions**

The Jersey Financial Crime Strategy Group (JFCSG) set out its agreed financial crime priorities for the Island in May 2017. The priority areas focus on the implementation of the 2012 Financial Action Task Force Recommendations and the 2015 Jersey MONEYVAL Mutual Evaluation report by the Council Europe (published in 2016). The MONEYVAL report recommended that the Jersey authorities consider enhancing the resourcing of financial crime, with a view to increasing the number of money laundering investigations and prosecutions in Jersey.

The JFCSG has undertaken an in-depth review of resources for law enforcement and prosecution authorities. As a result, the Council of Ministers has approved budget increases which will provide funding for the establishment of a new Economic Crime and Confiscation Unit, which will provide specialist complex case investigative capability within the Criminal Division of the Law Officers' Department.

The Economic Crime and Confiscation Unit will be based at the Law Officers' Department in Jersey and will consist of four Legal Advisers (two based at the Police Station), two Assistant Legal Advisers, one Forensic Accountant and two Detective Constables from the Jersey Financial Crime Unit.

These roles will specifically focus on significant economic crime risks to Jersey. The resources dedicated to this new unit will ensure that Jersey strengthens its commitment to its international obligations and that the island remains at the forefront of the fight against financial crime and money laundering.

The position advertised is for a Legal Adviser within the Economic Crime and Confiscation Unit.

Work in other areas of the Criminal Division of the Law Officers' Department may also be required.

### **Qualification requirements**

Professional legal qualification required

### **Experience requirements**

The post holder will have:

- experience of preparing and presenting advice on mainly, although not exclusively, low and medium risk cases, with the ability to demonstrate an aptitude for applying legal theory to practice;

- broad professional knowledge, and a broad range of experience, which demonstrates the ability to develop, articulate and defend conclusions;
- broad technical competence in more than one specialism of Criminal Law;
- experience of handling relatively complex areas of law, with the ability to absorb and interpret information quickly and accurately;
- experience of acting on own initiative on low and medium risk matters, only referring to others on more complex high risk cases.

### **Skills, knowledge and competency requirements**

The post holder will:

- have the ability to present a point of view convincingly and persuasively through rational argument.
- be able to engage effectively with clients, external counsel and other experts on a regular basis at all levels of seniority;
- have general advocacy and litigation knowledge and experience.
- have an understanding of how the law works and be able to demonstrate a willingness to stay abreast of current developments in legal practice, Jersey laws and Jersey Court procedures;
- have the ability to interact effectively with colleagues, managers and other relevant stakeholders to maintain an understanding of a wide range of related activities;
- have the ability to work effectively in a team of lawyers to achieve high levels of professional and technical standards, with the ability to supervise the work and provide support to more junior colleagues;
- have the ability to confidently and effectively to take decisions on low and medium risk cases.

## Human Resources

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### Private & Confidential

People Hub  
Chief Minister's Department  
PO Box 140  
Cyril Le Marquand House  
St Helier  
JE4 8QT

17/04/2018

Dear PeopleHub

### Licence Request

- This is a request for a Licence, under the Control of Housing and Work Law, to employ an Assistant Law Draftsman (Salary £106,559 to £109,363) in the Law Draftsmen's Department.

### Background

- The Law Draftsmen's Department is seeking to recruit an experienced Assistant Law Draftsman (+ 5 years' PQE) to join the drafting team, which will draft the relevant legislation, for enactment by the States of Jersey.
- The post will offer a unique opportunity to work on Brexit for two years. Although Brexit is scheduled to happen next year, we think it is best to offer a 1 year appointment renewable for up to 1 year, because at this stage the amount of extra work generated by Brexit is still unclear. The successful candidate will have a track record of drafting legislation, both principal and subordinate, preferably within the commonwealth.
- Given the unique combination of skills required and the importance of this role in supporting Jersey's smooth Brexit, it is vital that we open up this post to as wide as range of potential applicants as possible, including suitable applicants from outside the Island. Currently, all experienced Law Draftsmen on island already work for the States of Jersey.

### Recruitment and Selection Approach

- The role will be widely advertised on and off island as soon as the P59 form has been approved by SEB following due process.

### Remuneration

- Salary £106,559 to £109,363 per annum in line with the Law Draftsmen's salary pay scale.

### Request

- We would like to request a licence for two years for this role upon start, due to the nature of the tasks to be undertaken.

Yours sincerely,



  
**HR Business Partner**

Enclosures :-

1. Job Description

## **JOB DESCRIPTION**

<b>DEPARTMENT</b>	<b>STATES GREFFE AND OFFICE OF LEGISLATIVE COUNSEL</b>
<b>JOB TITLE</b>	<b>LEGISLATIVE COUNSEL (LIMITED TERM APPOINTMENT)</b>
<b>REPORTS TO</b>	<b>PRINCIPAL LEGISLATIVE COUNSEL</b>

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### **1. JOB PURPOSE**

To draft legislation, both principal and subordinate, for enactment by the States of Jersey.

### **2. PRINCIPAL ACCOUNTABILITIES**

- (1) To liaise and work as a team with departmental officers to implement the strategic policies of the States by -
  - (a) preparing legislation (both principal and subordinate) which states clearly and unambiguously the purposes which the promoting Minister wishes to achieve and which cannot be misunderstood, even by those who wish to be excluded from the effects of the legislation;
  - (b) ensuring that departmental officers appreciate fully all the legal and practical consequences of the legislation which is being drafted;
  - (c) attending meetings to discuss and explain drafts as expressions of Ministerial policy and undertaking such revisions as are necessary to give effect to alterations of policy.
- (2) To undertake peer review of drafts produced by other Legislative Counsel and to liaise with them on their projects where appropriate.
- (3) To liaise and consult with the Law Officers' Department on unresolved legal issues arising from the legislation, and on ECHR compliance and penalty provisions.
- (4) To undertake such other duties as may be allocated by the Principal Legislative Counsel.

### **3. KNOWLEDGE AND SKILL**

The successful candidate must be qualified as an advocate, barrister or solicitor in a Commonwealth jurisdiction with at least 5 years' experience in legislative drafting, preferably of primary legislation.

Knowledge of IT for drafting offices would be a distinct advantage.

As this is a limited-term appointment the successful candidate must be prepared to adapt quickly to the style of drafting and procedures that apply in Jersey.