

Lead Policy Advisor – Financial & Professional Services

Department: Economy

Division: Financial & Professional Services

Reports to: Director

JE Reference: ECON101.1

Grade: CS 15

JE Date: 30/09/2024

Job purpose

To support the Government of Jersey in meeting its goal to secure Jersey's future as a leading International Finance Centre by implementing strategic initiatives; Ensuring financial services related legislation is fit for purpose; and developing Government policies that support the financial services industry.

May be required to deputise for the Deputy Director of Financial & Professional Services.

Job specific outcomes

- Provides an expert financial and professional services related policy development across one or more areas of sub-sector and / or product expertise. This supports work of the Directorate and Department in the onward provision of advice and solutions to the Ministerial team that focuses on technical, including legal, analysis of existing policy, strategy and legislation and formation of new and innovative solutions that deliver the desired policy outcomes..
- Project manage Government led initiatives and liaise with all relevant stakeholders (e.g. Jersey Financial Services Commission, Jersey Finance Limited) to ensure that all views are considered and critically evaluated against any policy proposal. Ensure delivery against plans, including putting in place appropriate resources for major projects and developing project management skills within your team. Ensure clarity of responsibility with implementation teams, including review and evaluation so that better services and/or outcomes are achieved.
- Undertake research and detailed technical and legal analysis of international standards in order to compare and contrast proposed policy and legislation of other competitor jurisdictions to ensure that the policy proposal is proportionate, competitive and in the best interests of Jersey (i.e. reputation / risk / reward). Transposing these standards into Jersey legislation will ensure continued compliance with international standards.

- Build strong relationships and networks by representing the Island in inter-jurisdictional activities (meetings/conferences/presentations and formal functions), leading knowledge transfer and development. Develop strong links across jurisdictions, departments, industry / business, Regulator and other key stakeholders, including the public and their representatives, affording a network of contacts to inform the work of the Financial & Professional services directorate. Communicate clearly to such third parties Government views, concerns and decisions.
- Work with representatives from the Government, Law Officers' (or equivalent) and Regulators from the other Crown Dependencies, Her Majesty's Government, and other appropriate foreign jurisdictions and international bodies (where appropriate) when forming policy proposals for financial services in Jersey. Prepare law drafting instructions, liaise with the Law Draftsman, the industry, the regulator and other relevant stakeholders to finalise legislation from policy proposals.
- Consider the most effective mode(s) of engagement, in order to involve the public and/or wider stakeholders in policy/strategy development and evaluation, thereby ensuring outcomes are appropriate, deliverable and informed. As a policy expert, represent the government at meetings and in the media where needed. Champion openness and responsiveness to complaints, comments and questions, thereby enhancing the transparency of the financial services policy process.
- Present financial services legislation and policy proposals (including the rationale, advantages and disadvantages of any proposed policy) from Government to the Scrutiny Panel, States Members, Industry Associations, the financial services industry and the public at large.
- Provide honest, objective and impartial advice to Ministers and the Council of Ministers - and once decisions are taken, publicly support and deliver them. This will require, on occasion the use of privileged legal gateways requiring the utmost confidentiality, professionalism and trust. Ensure the production of accurate and professional briefings, advice, guidance and documentation, and prepare Ministers effectively to respond to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.

Statutory responsibilities

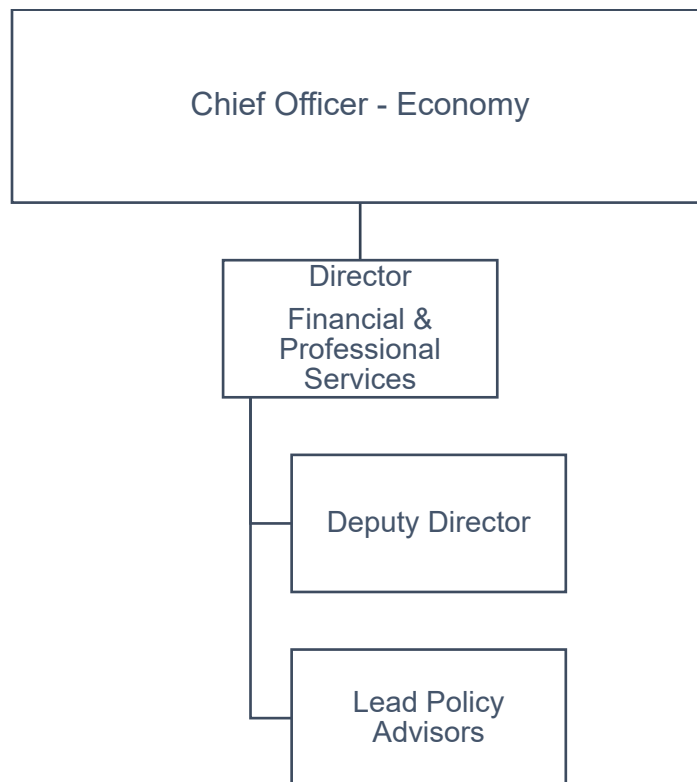
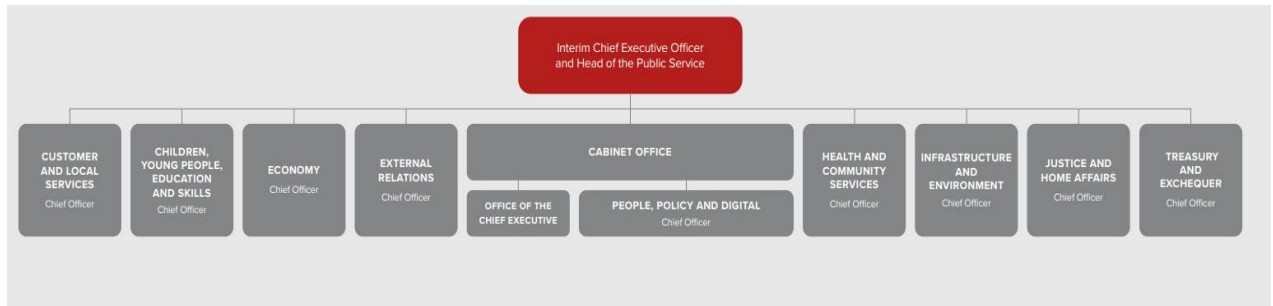
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

- Specific areas of financial services
This is a Tier 3 role.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Qualified Lawyer (either as an English Barrister, English Solicitor, Jersey Advocate, Jersey Solicitor or equivalent other jurisdictional qualification - e.g.: Scottish/ French / Australian) OR Fully qualified ICAEW chartered accountant</p> <p>A level 7 post-graduate qualification or equivalent gained by substantial practical experience in a relevant specialism, including Finance and / or MBA.</p> <p>Project (e.g Praxis, PRINCE2) or Change Management (e.g. APMG) accredited qualification</p>	<p>Chartered membership of a relevant professional institution (e.g. ICAEW, Jersey Law Society)</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Advanced theoretical and practical knowledge of Jersey's legal structures and product offerings including relevant regulatory policy issued by the Jersey Financial Services Commission.</p> <p>Highly developed specialist knowledge of financial services (or a sector of within the financial services industry), Jersey Law, international standards and Government process.</p> <p>High commercial acumen, with an understanding of various approaches to ensure large scale programmes integrate to achieve greater economic and social value.</p> <p>Detailed knowledge of local, UK and EU legislation, directives, regulations and</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Department for the Economy key objectives, risks and issues relevant to the department directorate and the role.</p>

	<p>international agreements with a comprehensive understanding of how they impact local legislation, policy frameworks and practices.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and industry research and best practice.</p> <p>Knowledge of managing an annual business planning processes.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer literate with ability to operate the Microsoft Office package.</p>	<p>Driving licence O365 experience</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the Scrutiny and Government of Jersey Ministers.</p> <p>Ability to communicate confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders,</p>	

	<p>including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Substantial practical experience of leading and managing a diverse range of services within the remit of this role related to Financial Services. Ideally expert knowledge being held in at least one specific area of financial services.</p> <p>Experience in leading multi-disciplinary teams with both internal and external members.</p> <p>Experience in project management.</p> <p>Experience setting and deploying strategy at work stream level.</p> <p>A proven track record of achieving objectives on time and reporting updates in line with organisational processes.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey Tier 3 core accountabilities, attributes and behaviour indicators. This is a Tier 3 role.