

## Commissioner, Jersey Appointments Commission

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The Jersey Appointments Commission, as set out in the Employment of States of Jersey Employees (Jersey) Law 2005, is the independent body established to oversee appointments within the scope of the States of Jersey. The Commission ensures appointments are made on the basis of merit and in line with best practice in recruitment. It sets appointment guidelines and audits practices, for both appointments to senior roles within the Jersey Public Service and independent bodies approved by the Government. The Chair and Commissioners also participate in the most senior appointments.

### Job purpose

Fulfil the statutory role of Commissioner to the Jersey Appointments Commission as a robust, independent appointments Commissioner to ensure that senior appointments to the public service and to independent bodies approved by the Government of Jersey are properly made, and to keep the appointments process as a whole, under review.

The Commission consists of a Chair and up to five Commissioners. The Guidelines set out the role of the Commissioner in the appointment process for Senior Appointments within the Government of Jersey and independent bodies.

### Job-specific outcomes

The Commissioner must have oversight of the following:

- Agreement of the timescales associated with the recruitment competition
- Agreement of the recruitment panel to include diversity
- Production of the role and person specifications
- Advertisement and support material such as the recruitment pack
- Choice of any search consultants
- Shortlisting of the applicants. The Commissioner chairs the shortlisting and longlisting meetings
- Choice of any assessment processes to be used
- Assessment and selection processes, including interviews. The Commissioner chairs the interview process with non-voting rights
- Commissioners may also be required to audit recruitment to roles where there has not been direct oversight of the appointment process
- Promote and protect the principle that recruitment to roles in the public sector and independent bodies approved by the Government of Jersey be made on merit and on the basis of fair and open competition
- Build and promote a culture of service delivery and value for money
- Commitment to encouraging candidates from a diverse range of backgrounds to consider applying for a public appointment

## Statutory responsibilities

Fulfil the role of Commissioner, Jersey Appointments Commission under the Employment of States of Jersey Employees (Jersey) Law 2005, supporting the Jersey Appointments Commission in accordance with the Law and Codes of Practice. All appointments to the Commission are subject to confirmation by the States Employment Board and Chief Minister with final appointments confirmed by the States Assembly in line with the States of Jersey (Appointments Procedures) (Jersey) law 2018.

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 States Assembly in a political capacity, or publicly supporting someone who is standing for election or playing a public part in any political manner.

## Services

The role of the Jersey Appointments Commission is set out in the Employment of States of Jersey Employees (Jersey) Law 2005 and is, in summary, to oversee the recruitment across the Jersey Public Service and members of independent bodies to ensure that as far as practicable:

- (a) the recruitment process is fair, efficient and conducted in accordance with best practice principles and procedures;
- (b) Employees, appointees and members of independent bodies are appointed on merit;
- (c) Members of the States Assembly are only involved in the recruitment of Jersey Public Service employees, appointees and members of independent bodies in accordance with guidelines made under Article 24 of the Law or other circumstances where, in the opinion of the Commission, it is appropriate that they be involved.

The JAC adheres to the Nolan 7 Principles of public life further information can be obtained [here](#).

## Person Specification

1. A track record of achievement in their own field in the public, private, academic or voluntary sectors.
2. Able to demonstrate successful and effective communication of complex, sensitive or contentious information to a wide range of audiences and command the confidence and respect of key public service stakeholders, and senior members of those independent bodies that receive Government funding, exercise statutory powers on behalf of the Government of Jersey, or have a significant public profile because of the nature of their responsibility.
3. Strong strategic thinking capability, with excellent oral and written communication skills.
4. Personal integrity, political impartiality and commitment to the principles of fair and open recruitment.
5. Strong knowledge of equality, diversity and inclusion practices.
6. Experience in chairing meetings at a senior level, and the ability to orchestrate panels of senior individuals with disparate skills and perspectives to achieve interviews of high quality and drawing panel discussions to an agreed consensus.
7. Strong understanding of professional conduct, independence, and confidentiality
8. Proven track record of considered judgement and ability to reach conclusions, which are both principled and workable.
9. Experience of working effectively as a member of a team.

## **Commitment**

The role of a Commissioner is part-time with a commitment of approximately 15 to 20 days per annum.

Commission meetings are scheduled to take place every six weeks, although Commissioners may meet more regularly as required. Commissioners have a variable portfolio of recruitment activity.

## **Remuneration**

Commissioners will be paid on an honorarium basis of £8000 per annum.

## **Terms of appointment**

Commissioners will normally be appointed for a term of office between one and four years, renewable for a further period(s) up to a maximum of 9 years.

Nominations to the Jersey Appointments Commission (JAC) will be submitted to the States Assembly through a Report from the Chief Minister.

## **Further Information**

Further information on the work of the Commission is on the JAC website: <https://Jac.je>

[Employment of States of Jersey Employees \(Jersey\) Law 2005 \(jerseylaw.je\)](https://www.jerseylaw.gov.je/employment-of-states-of-jersey-employees-jersey-law-2005)

### **How the Government of Jersey organises its departments**

<https://www.gov.je/government/departments/Pages/default.aspx>