

CYPES Governance Officer

Department: CYPES

Section: Office

Reports to: Service Manager Risk and Governance

JE Ref: CYP1085

Grade: CS10

JE Date: 27/05/2022

Job purpose

In line with the Government of Jersey's focus on improving customer service and promoting clear accountability for decision making and performance, this role will:

- support the Governance and Health and Safety Manager in the provision of health and safety and information governance training;
- support CYPES in the delivery of high-quality services by proactively contributing to the delivery of the risk and compliance programme;
- provide advice and promote awareness of good practice around data protection, records management, risk reduction and business continuity.

Job specific responsibilities

Manage the provision and delivery of data protection and health and safety training to department employees, monitoring training requirements, organising training sessions, delivering in-house related courses and sourcing and assessing suitable training providers where required.

Carry out hazard monitoring and accident / incident investigations and report findings to the Health and Safety Manager, informing the implementation of remedial and preventative measures.

Receive and process all public and employee liability claims, liaise with insurers and advisers to facilitate the claim process.

Collate and maintain records of inspections and audits for departmental assessments.

Contribute to creation of health and safety plans, policies and procedures to promote a safe environment for service delivery.

Promote best practice through audit and review providing accurate and concise reports with clear and realistic recommendations.

Promote best practice for records management ensuring both CYPES and corporate requirements are met.

Manage FOI, and Ministerial requests; liaising with relevant stakeholders to collate responses and provide responses.

Support the Service Manager for Governance and Risk in the efficient delivery of CYPES risk and information management framework and procedures, ensuring effective and timely reporting.

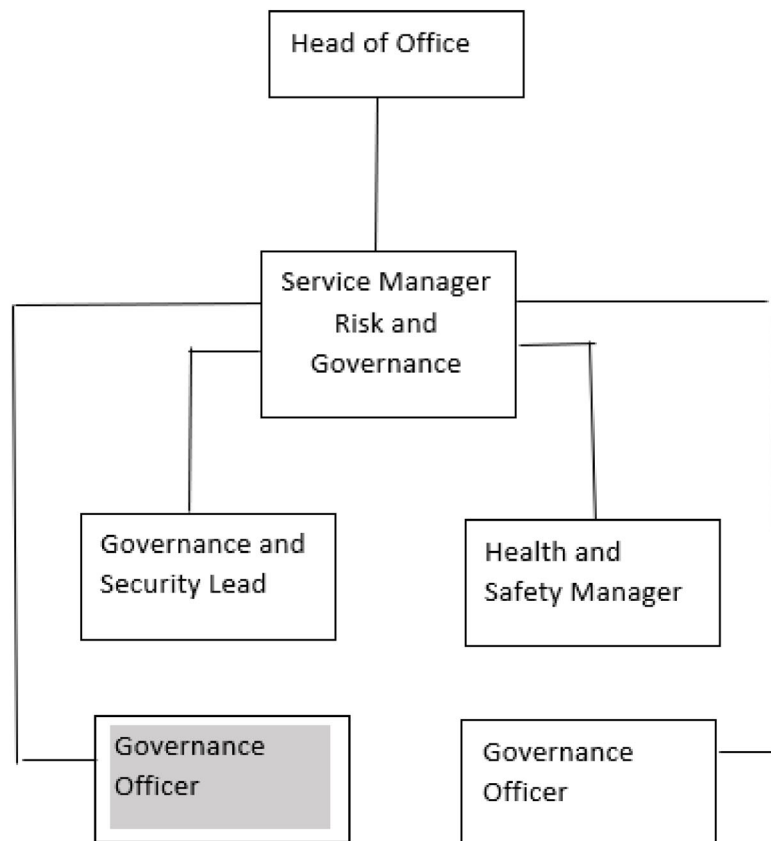
Statutory responsibilities

There are no specific statutory responsibilities directly associated with this role. However, the postholder may be expected to manage projects or implement services that enable the successful fulfilment of statutory duties.

Organisational structure



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A degree or professional qualification • Health and Safety Qualification 	<ul style="list-style-type: none"> • A data protection qualification
Knowledge	<ul style="list-style-type: none"> • Some understanding of the Data Protection and Freedom of Information Laws • Knowledge of Health and Safety legislation, ACoPs, guidelines, standards and best practice 	<ul style="list-style-type: none"> • Knowledge of relevant governance and other statutory requirements
Technical / Work-based Skills	<ul style="list-style-type: none"> • Competent with Microsoft Office applications and Outlook • The ability to translate complex ideas into simple understandable concepts is key 	

General Skills/Attributes	<ul style="list-style-type: none"> • Able to accurately record and analyse information and data • Organised and self-motivated • Proven ability to manage processes and procedures • Be adept at communicating to customers at varying levels i.e. sensitive situations • Previous experience of working to deadlines • Must have strong inter-personal skills and influencing skills • Have authority to develop new initiatives, working in complex operational and service areas. • Must be able to rapidly assimilate information, be adaptable to new situations and able to challenge accepted practice. • Be competent at developing positive working relationships with staff at all levels. 	
Experience	<ul style="list-style-type: none"> • Experience of working in a risk and compliance environment • Experience of working in a Health and Safety field in a range of different environments 	Experience of developing training materials and providing training

Personal Attributes

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 5 core accountabilities attributes and behaviour indicators.