

## Skills Intelligence Officer

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**Department:** Children, Young People, Education and Skills (CYPES)  
**Section:** Young People, Further Education, Higher Education and Skills  
**Reports to:** Skills Intelligence and Development Team Leader  
**JE Ref:** CYP1159

**Grade:** CS10

**JE Date:** 11/08/2023

### Job purpose

Responsible for producing evidence-informed, expert, wide-ranging research and advice to senior officers of CYPES and Economy, industry groups and the Population and Skills Ministerial Group, to improve skills decision making.

### Job specific outcomes

1. Undertake high-quality objective research into complex skills needs and solutions, labour market demands and topical matters to inform policy and skills funding targets and improve the decision making of a range of senior colleagues.
2. Give presentations, write briefing papers, reports, to communicate research outcomes in formats appropriate to the requirements of each individual project or piece of work.
3. Lead on or engage with inquiries and project work associated with skills needs and solutions adding valuable research expertise to deliver on departmental and political objectives.
4. Manage a dynamic day-to-day workload in a highly professional and efficient manner, meeting deadlines, completing (and delegating where appropriate) all necessary administrative tasks and ensuring compliance with all statutory requirements, to ensure effective service delivery and attainment of personal and departmental objectives.
5. Engage with training providers, educational establishments, Government officers and multiple other external stakeholders to progress often complex research work in a coherent, structured and informed manner.
6. Comprehensively support the wide-ranging work of Skills Jersey team leaders, skills development officers and managers, including acting on their behalf as delegated to provide appropriate service resilience and additional capacity during periods of elevated demand. Provide similar cover during periods of routine leave, including attending and contributing to internal and external skills related meetings, events and visits on their behalf.

**Statutory responsibilities**

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.  
**<Delete the following statement if not applicable>**  
 This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

**Services (TIER 1,2 and 3 jobs only-DELETE if not applicable)**

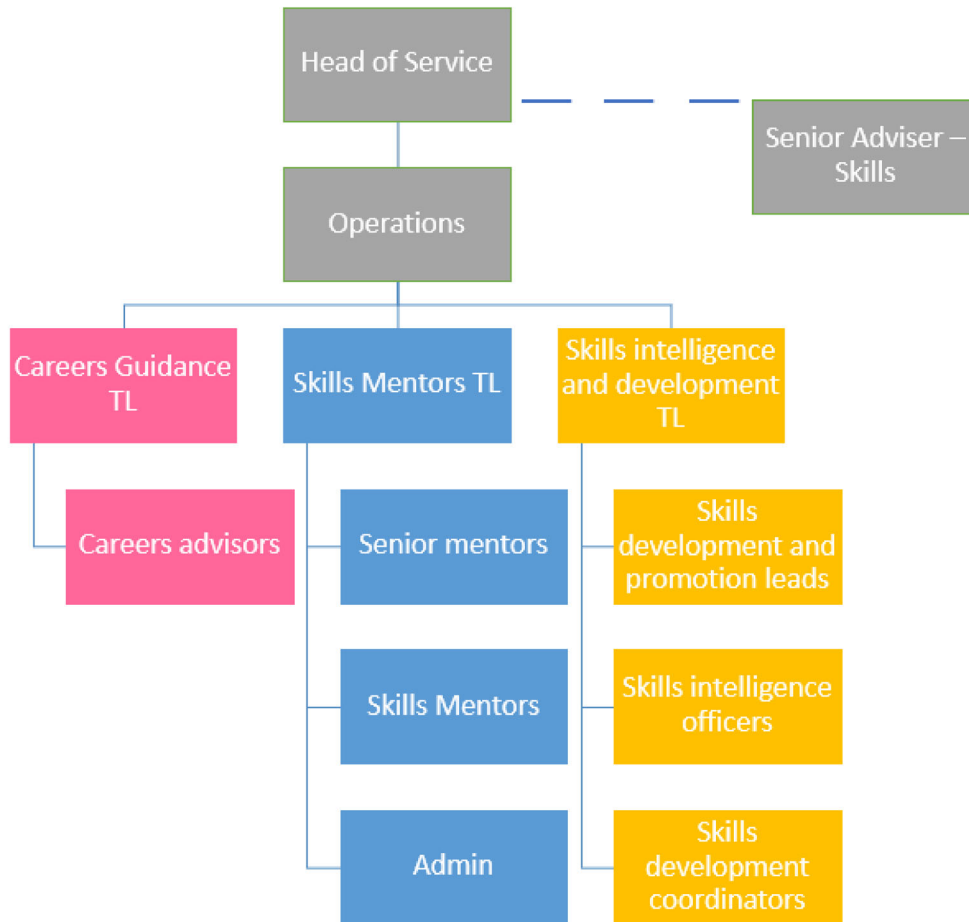
- List the primary service areas that are accountable to the role
- XX
- XX

**Organisational structure**

**Government Departments**



## Organisation chart



**Person Specification**

**Specific to the role**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Degree or equivalent experience in subject area that demonstrates strong research/report writing skills, analytical skills, and academic aptitude.	Project management qualification.
<b>Knowledge</b>	Understanding of issues facing the Island and clear appreciation of current affairs.  Familiarity with Jersey's machinery of government and constitutional arrangements.	
<b>Technical / Work-based Skills</b>	Excellent policy and strategic reasoning skills  Political awareness.  Ability to understand, assimilate and advise on complex issues.  IT skills, particularly with Microsoft Office applications	

<p><b>General Skills/Attributes</b></p>	<p>Excellent oral and written presentation skills.</p> <p>Clear, concise, accurate oral and written communications in excellent English.</p> <p>In a key internal team role show exceptional team worker skills, working with a constructive and collaborative approach and communicating regularly and proactively with senior skills and CYPES colleagues.</p>	
<p><b>Experience</b></p>	<p>Research, analysis and compilation of output in a workplace or academic (tertiary) setting.</p> <p>Evidence of working at pace in a complex multi-stakeholder environment.</p> <p>The post holder should have good experience of working in an organisation providing high quality customer service.</p>	<p>Successful management of projects involving a range of stakeholders.</p> <p>Experience of working effectively in a team</p>

**Personal Attributes**

**Delete as appropriate:**

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.