

Sector Officer – Maritime

Department: Economy

Division: Economy

Reports to: Sector Lead, Aviation and Maritime

JE Ref: ECON1012

Grade: CS11

JE Date: 10/02/2023

Job purpose

Responsibility for developing elements of maritime policy, plans or strategies and project-management of their implementation.

Support Sector Lead by developing data-led evidence bases and communicating research to deliver expert advice to senior officials and Ministers, ensuring the Island's social, environmental and economic objectives are met.

Develop relationships, and work, with Government's partner organisations, such as Ports of Jersey Ltd, to ensure effective policy development and strategy implementation.

A key team member delivering policy and strategy projects with direct impact on Jersey's maritime ecosystem and wider economy, legal frameworks, public services, public finances, and reputation.

Job specific outcomes

Develop elements of data- and evidence-led policy that address Ministerial objectives, the Government's strategic aims, and Jersey's international maritime obligations. Support an organisational drive to embed these practices across the Local Economy Team.

Under guidance, apply a structured and engaged process – showing competencies in economic analysis, policy research, and public and stakeholder consultation – to ensure that resulting maritime frameworks are robust and future-orientated.

Support the departmental relationship between Ports of Jersey Limited and Government, and the delivery of day-to-day regulatory and statutory inputs between the two bodies.

Support the growth of Government's relationships other partner organisations such as Arm's Length Authorities, and in the private and third sectors.

Respond to sector specific enquiries from internal and external stakeholders in an accurate and timely manner in order to provide excellent customer service. Support the Sector Lead through drafting responses to States Assembly questions, Scrutiny and Public Accounts Committee hearings, FOI requests, stakeholder meetings and the media.

Ensure that risk and compliance is maintained in accordance with legal, Government of Jersey policy and best practice standards; liaise with department governance team to ensure risks and mitigations are accurately recorded within the department risk register.

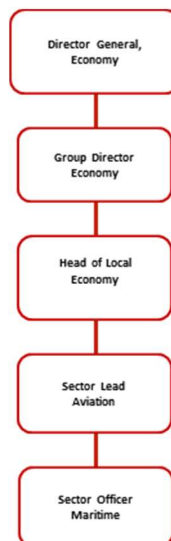
Plan and organise workload priorities, determining individual objectives and activity scheduling to ensure that deadlines are fully met whilst sustaining high levels of service to internal and external stakeholders

Provide timely and accurate management information as required on all policy work to ensure that progress against Key Performance Indicators are monitored and reported on. Compile, review, challenge and build on project Risk Logs, Action Logs, Decisions Log, and Issue Registers to ensure projects are accurately documenting and mitigating RAID items. Maintaining project reporting systems will ensure that the directorate provides accurate reporting into the CPMO.

Statutory responsibilities

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

Organisational structure



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
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Minimum of degree level and ideally with professional qualifications in a relevant regulatory field (or the capacity to gain them).</p>	
<p>Knowledge 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).</p>	<p>Awareness of policy and context in one or more specific economic policy areas. An awareness of current developments in these areas worldwide, including developments in the UK and EU.</p> <p>Awareness of the challenges that face Jersey for the future as well as broader economic, social and environmental issues and the interaction between different local economy policy areas.</p>	<p>High-level awareness of key issues relating to Jersey's maritime sector supply chains</p> <p>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Public Finance Manual.</p> <p>Awareness of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate within them.</p>
<p>Technical / Work-based Skills This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>	<p>Good policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment.</p>	

	Analytical reasoning applied to complex policy, organisational or governance problems.	
<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>A proven track record in effective and persuasive consultation with industry stakeholders, government departments, arm's length bodies and regulatory authorities.</p> <p>Self-motivated, reliable and committed to achieving targets.</p> <p>Flexible, adaptable, commercial and customer-focused in their approach.</p> <p>Highly accurate, paying close attention to detail.</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>The ability to demonstrate strong research, analysis and policy formulation skills, with a clear understanding of objective setting, performance measurement and change management.</p>	<p>Experience of working in a logistics, freight, or maritime focussed role</p>

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 4 core accountabilities attributes and behaviour indicators.