

Sector Officer (Rural & Marine / Arts, Culture, Heritage & Sport / Retail & Hospitality / Growth & Trade)

Department: Economy

Division: Economy

Reports to: Sector Lead

JE Ref: ECON122

Grade: CS10

JE Date: 19/08/2020

Job purpose

Supporting the Sector Lead in developing elements of government policy, plans or strategy, producing evidence-informed, expert advice to senior officials and Ministers to ensure the Island's social, environmental and economic objectives are met. A key team member delivering policy and strategy projects with direct impact on Jersey's economy, legal frameworks, public services, public finances and spending, and reputation.

Job specific outcomes

Develop elements of evidence-informed policy that address Ministerial objectives, the Government's strategic aims, and Jersey's international obligations. Under guidance, apply a structured and engaged process – including policy research, evidence-informed analysis, and public and stakeholder consultation – to ensure that the resulting frameworks are robust and future-orientated.

Perform relevant project support duties in relation to a number of Ministerial priorities within a specific sector. Duties will involve liaising with stakeholders, keeping accurate records for governance purposes and carrying out research into relevant topics. Putting forward recommendations through briefings, presentations or written documents will provide a clarity for decision makers and ensure that the department has a clear record of decision making for all projects and policies.

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.

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. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.

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.

Ensure that data security and confidentiality is maintained in accordance with legal, Government of Jersey policy and best practice standards; liaise with department governance team to ensure compliance and to address issues of non-compliance, in order that the team and stakeholders apply good governance and information security and that the risk of data breaches is reduced.

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.

Act as a role model at all times. Work collaboratively as part of Team Jersey on all matters that impact on your sector and the department in order to deliver a learning culture focused upon improvement and high performance. This will include supporting other Sector Officers during increased workload within their sector as well as covering during periods of absence. Undertake a range of ad-hoc work as required on larger projects or change initiatives to contribute to the development and improvement of the Department for the Economy.

Statutory responsibilities

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

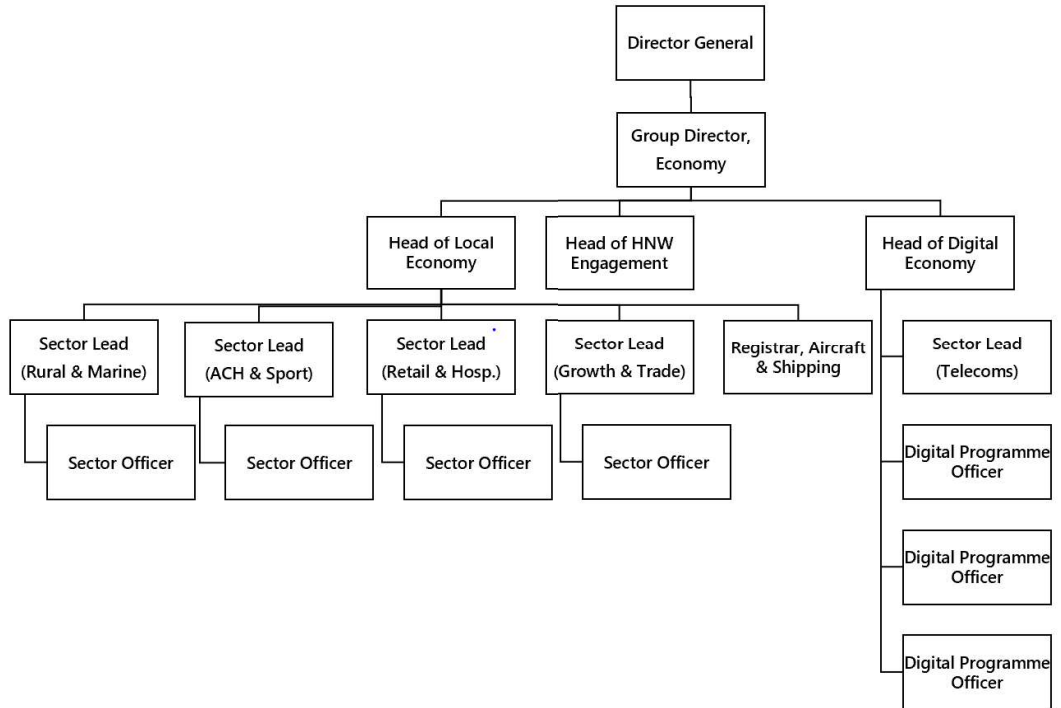
Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

NA

Organisational structure



Update with economy



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	A relevant degree (e.g. in one of the sector areas – Rural & Marine; Arts, Culture and Heritage; Retail & Hospitality; Growth & Trade) or more generalist business administration, strategy, planning, public policy or public administration.	Project management qualification.
Knowledge	<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>Working knowledge of corporate policies such as Data Protection, Freedom of Information, Public Finance Manual.</p> <p>Understanding of the challenges that face Jersey for the future (alongside the policy and governance requirements across the public, private and voluntary sectors).</p> <p>Awareness of the strategic, legislative and political frameworks of the Government of Jersey and ability to operate within them.</p>
Technical / Work-based Skills	<p>Good policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment.</p> <p>Political awareness, understanding of the political process.</p> <p>Driving license.</p> <p>Analytical reasoning applied to complex policy, organisational or governance problems.</p>	Understanding of a range of policy production techniques.
General Skills/Attributes	<p>IT skills, particularly with Microsoft Office applications, including O365.</p> <p>Organised; able to deal with multiple competing priorities and a high workload.</p>	

	<p>Confidence to initiate actions and fully participate in decision making.</p> <p>Ability to work independently with minimal supervision.</p> <p>Good oral and written presentation skills.</p> <p>Personal resilience to deal with challenging situations</p> <p>Calm and can deliver effective outcomes under pressure.</p> <p>Commitment to continuous professional development and self-improvement</p>	
Experience	<p>Experience of undertaking research.</p> <p>Experience of successfully managing specific areas of policy and managing engagement with a range of stakeholders.</p> <p>Experience of working effectively in a team.</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 5 core accountabilities attributes and behaviour indicators.