

## Deputy Mental Health and Capacity Law Administrator

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**Department:** Health and Community Services

**Division:** Adult Mental Health

**Reports to:** Mental Health and Capacity Law Administrator

**JE Reference:** HCS1012

**Grade:** 10

**JE Date:** 18/2/2021

### Job purpose

In December 2016, two significant pieces of legislation were approved by the Privy Council and registered with the Royal Court of Jersey. The Mental Health (Jersey) Law 2016 and the Capacity and Self-Determination (Jersey) Law 2016.

The role of Mental Health and Capacity Law Administrator is adopted and defined by the Mental Health (Jersey) Law 2016. This role is instrumental in ensuring that Health and Community Services are compliant with these new laws.

The Deputy Mental Health & Capacity Law Administrator will cover, from time to time, the statutory duties of the Mental Health & Capacity Law Administrator. The post-holder will provide a courteous, efficient administrative and secretarial support to the Mental Health & Capacity Law Administrator at other times.

The post-holder will be a source of expertise on legal and procedural matters across all age related services and the primary responsibilities will include ensuring compliance within a legislative framework and to provide advice, guidance and support to professionals from different disciplines within and outside of Health and Community Services.

### Job specific outcomes

1. Provide administrative support to the Mental Health and Capacity Law Administrator to ensure compliance with statutory obligations.
2. Ensure reports and correspondence are filed, maintained and available for Mental Health Review Tribunal and meetings and act as reception for the hearing to assist in providing patients with their right to appeal.
3. Arrange and attend meetings, prepare minutes and agendas and ensure appropriate distribution to support timely communication between departments in order to progress changes required within and by the Government.
4. Input and research information from detention databases such as Trakcare and CarePartner computerized electronic client systems and assist in the preparation of statistical information required by the Mental Health and Capacity Law Administrator and Service Directors to support audits and report breaches of statutory obligations.
5. Make travel arrangements and order routine items such as stationery in accordance with the Government of Jersey's financial regulations.

The post-holder will be expected to carry out the functions of the Mental Health & Capacity Law Administrator in their absence and support these functions at other times.

These functions include the following:

1. Interpret and apply, as appropriate, legal principles and support compliance with the Department's statutory obligations.
2. Receive, scrutinise and organize the rectification of documents to ensure that they are legally correct and valid, and provide efficient and effective governance in this area.
3. Authorise the lawful detention of patients under the Mental Health (Jersey) Law 2016 and the Capacity and Self-Determination (Jersey) Law 2016, on behalf of the Minister, where appropriate, to ensure compliance with the statutory framework.
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### Statutory responsibilities

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

The post-holder must comply with all relevant Jersey laws including the Capacity and Self-Determination (Jersey) Law 2016, the Mental Health (Jersey) Law 2016, the Health and Safety at Work (Jersey) Law 1989, the Data Protection (Jersey) Law 2018 and associated legislation, standing orders, financial directions and relevant codes of practice.

This post has a significant impact on Health and Community Services' ability to implement and enact the Capacity and Self-Determination (Jersey) Law 2016, which now has statutory legal effect, as well as for the Mental Health (Jersey) Law 2016. The post-holder will work across a number of departments and independent sector organisations.

The post holder is a key agent in enabling the Minister to fulfil their statutory functions under the Capacity and Self-Determination (Jersey) Law 2016, the Mental Health (Jersey) Law 2016 and Human Rights (Jersey) Law 2000.

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Be an experienced health or legal professional (with at least two years' experience).</p>	<p>Be educated to degree level or equivalent in a relevant discipline.</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Have an in-depth knowledge in, or be able to learn, about the Mental Health (Jersey) Law 2016 and the Capacity and Self-Determination (Jersey) Law 2016 and other relevant legislation.</p> <p>Have, or be able to develop, an understanding of local structures and processes with respect to the States Assembly and the machinery of government.</p> <p>Have, or be able to develop, knowledge of Health and Community Service's policies and procedures.</p> <p>Have an understanding of maintaining records according to confidentiality and data protection protocols.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Have a high level of computer literacy and a very good knowledge of Microsoft Office applications and other role-critical software.</p> <p>Pay particular attention to detail and have the ability to record information accurately with minimum supervision</p> <p>Have strong communication skills, as the post-holder will have frequent contact with others, but primarily for the purpose of giving and receiving information.</p>	
<p><b>General Skills/Attributes</b> <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>Be able to work autonomously, with the capacity for independent, responsible, professional decision making, often whilst under considerable pressure.</p> <p>Have an understanding of the requirement for absolute confidentiality.</p> <p>Be able to prioritise workload and ensure that time frames are met. The post-holder must be able to work calmly under pressure be able to deal with routine challenges autonomously.</p>	

	<p>Be a team player, contributing knowledge and expertise to all aspects of work carried out by the Department as required to achieve departmental and corporate objectives.</p> <p>Be able to communicate calmly, confidently and clearly using a variety of media on sensitive and complex issues, including legislation, often in emotive situations and to a non-technical audience.</p> <p>Be able to follow policy and understand the implications and ramifications of decisions outside of their own area of responsibility.</p> <p>Be highly resilient with good coping mechanisms for dealing with challenging, stressful and emotional situations.</p> <p>Be able to accurately record information and data.</p>	
<p><b>Experience</b> <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>Be an administrative specialist, combined with experience, in a professional service area.</p>	
<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Enhanced DBS check.</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 Government of Jersey tier 6 core accountabilities attributes and behaviour indicators.