

Regulation Standards Senior Officer

Department:	Infrastructure, Housing and Environment
Division:	Regulation
Reports to:	Head of Land and Development
JE reference:	IHE1015
Grade:	11

Job purpose

Responsible for overseeing and working as part of a specialised team to deliver the effective regulatory services of either Housing Standards, Food Standards, Trading Standards, Pollution Control, or Public Health, Community and Licencing or Building Standards. To assess whether activities within these regulated areas comply with a portfolio of legislation within their specialism. Where a clear legal breach has taken place, acting as directed to take appropriate direction in line with the sections enforcement policy ranging from persuasive compliance, advice and guidance through to prosecution where deemed appropriate. Work within the legal process, following statutory requirements, departmental and section policies and best regulatory practice.

Job specific outcomes

Provide the efficient operational response to requests for service or reports of incidents where it is believed there has been a breach of legislation regulated under their specific service area (e.g. standards).

Supervise and support other professional officers by providing appropriate advice and guidance to meet performance targets as identified in the Directorate's business plan.

Independently carryout investigations by assessing, identifying and analysing reported issues, conducting site inspections and visits where necessary, to determine recommendations. Clearly documenting any non-compliance within appropriate reporting systems.

Carry out effective methods of persuasive compliance, by following up on cases and working with stakeholders to advise on potential remedies to issues.

Where deemed appropriate under the sections enforcement policy, pursue more formal action, gathering evidence and preparing cases files having full regard to the local Police Procedures and Criminal Evidence Law, associated Codes of Practice and the Criminal Justice (Evidence and Procedure) Law.

Attend Court and take part in formal cautions, interviews and appeals or formal complaints boards.

Work in partnership with other Government Departments, Regulation Teams and Partner Organisations.

Assess and evaluate applications for registration and licensing under the relevant Laws, undertaking pre-registration / licensing inspections and visits, advising where necessary on further legal or regulatory requirements or conditions and producing written reports supporting recommendations about granting, refusal or repeals.

Provide specialist advice on the specific area of regulation, developing and delivering training sessions for key stakeholders with regulatory responsibilities regarding best practice and requirements for registration or licensing under the relevant legislations.

Maintain expert understanding of the relevant Laws, Orders and precedents within their area of expertise. Working closely with other relevant experts within the Regulation directorate, Natural Environment and the Law Officer's Department to assist in determining the appropriate course of action.

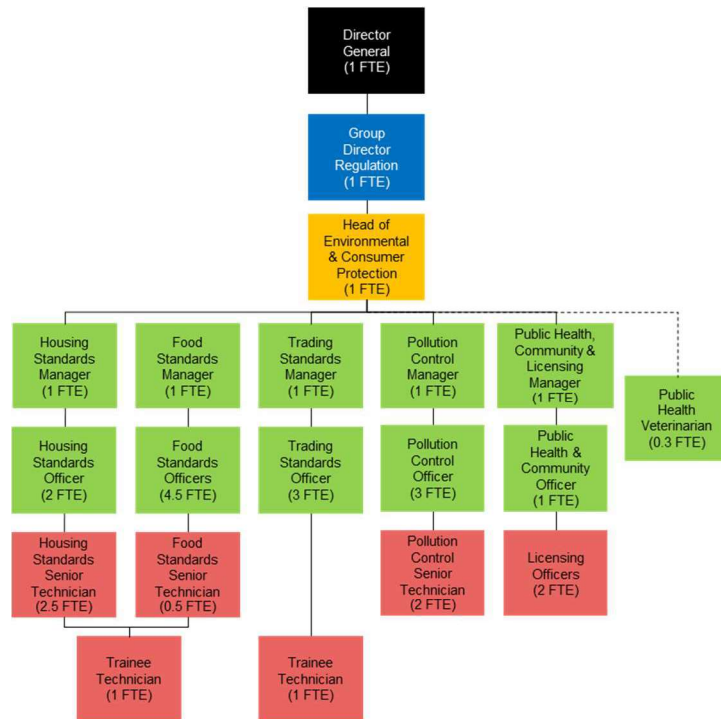
Statutory responsibilities

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

Services

- Housing Standards, or
- Food Standards, or
- Trading Standards, or
- Pollution Control, or
- Public Health, Community and Licensing or
- Building Standards

Organisational structure



Tier 1
 Tier 2
 Tier 3
 Tier 4
 Tier 5
 Tier 6

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Level 7 qualification equivalent to a degree, plus a relevant Masters degree in their service specialism.</p> <p>(e.g. Microbiology, Food Science, Pollution Control, Acoustics and Noise Control, Pest Control, Waste Management, Environmental Science, Surveying (property or real estate management)</p> <p>Chartered Membership e.g. Chartered Trading Standards Institute, Chartered Institute of Environmental Health, Chartered Institute of Waste Management, Royal Institute of Chartered Surveyors Chartered Builders (CIOB), Chartered Building Engineers (CABE), Royal Institute of Chartered Surveyors</p>	
<p>Knowledge <i>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).</i></p>	<p>Detailed knowledge of the statutory processes, licensing, applications and the regulatory area of expertise.</p> <p>Detailed knowledge of local legislation, UK and EU directives, regulations and international agreements within their specialism.</p> <p>Ongoing Continuing Professional Development to remain up-to-date with</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>The Infrastructure, Housing and Environment priorities, key objectives, risks and issues relevant to the department division and the role.</p>

	<p>the latest methodologies and industry research and best practice.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Specialist technical knowledge, within their area of responsibility.</p> <p>Driving licence (Group B)</p> <p>Computer literate with ability to operate Microsoft Office packages.</p>	
<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>Strong relationship building skills.</p> <p>Able to assimilate and evaluate diverse information across a range of different settings. Working autonomously to problem solve and advise on innovative solutions.</p> <p>Able to advise and be technically proficient. Demonstrating a high level of specialist expertise and authority - to ensure credibility to stand up to legal scrutiny should a case be taken to Court.</p> <p>Excellent verbal and written communication skills. Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences.</p> <p>Ability to communicate confidently and effectively to senior stakeholders, including politicians and Senior Management and</p>	

	<p>deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</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>Experience of best practice within the specific area of expertise.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</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 4 core accountabilities, attributes and behaviour indicators.

Organisation chart

