

Principal Officer

Department: Justice and Home Affairs

Division: Customs and Immigration

Reports to: Head of Service

JE Ref: JHA024

Grade: 13

JE Date: 20/04/2020

Job Purpose

To lead and manage all Customs and Immigration operational activities (Borders, Investigation, Intelligence and Financial Crime), preventing the importation of prohibited and restricted goods and the illegal entry of people into the Island, in line with the JHA vision.

To undertake the role of Deputy Agent as specified in the Customs and Excise Law 1999 and/or relevant legislation to assist the Head of Service in the planning and development of Service policy.

Job Specific Outcomes

1. Lead and manage a team of Surveyors, having responsibility for the effective delivery of JCIS operational matters, resulting in the prevention of importation and prohibited restricted goods and the illegal entry of people into the island.
2. Develop effective and efficient Customs and Immigration frontier control in partnership with other government departments and outside agencies through IT and legislative development.
3. Provide an effective Service investigation capability in order that all offences against Customs and Immigration legislation are professionally investigated and successfully prosecuted where appropriate. Liaise and consult with H.M. Attorney General in complex cases and in particular when cases impact with external jurisdictions.
4. Maintain control of all the Service's activities relating to sensitive matters such as the use of technical equipment and covert operations.
5. Direct the activities of the Service relating to customs matters so that the movement of goods into and out of the Island are regulated for the benefit of the Island's health, safety, culture and international reputation.
6. Manage operational activities of the Service relating to excise, GST and customs duty to ensure the efficient and effective levying and collection of those duties and taxes.
7. Manage pre and post entry immigration controls in order to maintain an effective internal immigration control and to help maintain an effective border control into the Island and the Common Travel Area.

8. Direct the activities relating to the issuance of British passports, the granting of citizenship ensuring compliance with the Common Travel Area. Manage the legalisation of documents.
9. To undertake the role of Deputy Agent as specified in the Customs and Excise Law 1999 and deputise for the Head of Service when required.

Statutory Responsibilities

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

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.

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</p> <p><i>This relates to the level of education and professional qualifications and / or specific occupational training required.</i></p> | <p>Degree or equivalent experience.</p> <p>An accredited management qualification at post graduate level (e.g. Chartered Management Institute Level 7 qualification in strategic management and leadership, or equivalent) which will supplement practical experience with a sound theoretical understanding.</p> | |
| <p>Knowledge</p> <p><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>Highly developed operational experience across the wide range of functions that the Service must deliver in Customs and Immigration; passport rules, indirect taxation, enforcement, investigation, intelligence, international obligations.</p> <p>A knowledge of indirect taxation policies and the impact of the economic consequences locally, nationally and internationally.</p> <p>This will have been gained through broad experience over a significant period and wide exposure at local, national/international levels.</p> <p>A full understanding of the postholders responsibilities stipulated in the Police Procedures</p> | |

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| | <p>and Criminal Evidence (Jersey) Law 2003 and the Regulation of Investigatory Powers (Jersey) Law 2005.</p> | |
| <p>Technical / Work-based Skills</p> <p><i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p> | <p>The ability to interpret complex legal, technical and financial issues in order offer advice based on a sound understanding of Customs and Immigration procedures, indirect taxation and criminal investigations.</p> <p>A working knowledge of international sanctions which is essential to comply with international requirements and protect the reputation of the Island.</p> | |
| <p>General Skills/Attributes</p> <p><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>Excellent written and verbal communications skills in order to present complex and contentious immigration cases to the Home Affairs Minister and appear before scrutiny panels as required.</p> <p>The ability to communicate highly complex legislative requirements to the Private sector (e.g. Finance and Hospitality) or any business operating within the Island who may have demands that conflict with these requirements</p> <p>The skills to ensures that complex evidence and highly sensitive intelligence are presented in a clear and coherent fashion both verbally and in writing, in a way that will stand up to judicial scrutiny; for example, by Crown Advocates, in open Court or by the independent Surveillance Commissioner (usually a High Court Judge).</p> <p>Possesses motivational skills in order to maintain the performance of their teams, many of whom work in challenging and demanding environments.</p> | |

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| | <p>Strong organisational and planning skills to ensure resources are deployed in a risk based/efficient manner to meet the statutory requirements of the Service.</p> <p>Strong IT skills</p> | |
| <p>Experience</p> <p><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>Detailed knowledge and understanding of local Customs and Immigration legislation.</p> <p>Significant experience of indirect taxation matters at a policy level.</p> <p>Significant senior management experience.</p> <p>Proven experience in dealing with a variety of classified or sensitive operations.</p> <p>Acting as media spokesman for the Service. Experience of dealing with the media in order to raise public awareness of the role of the Service and to ensure that it is accurately and fairly represented.</p> <p>Strategic leadership of criminal investigations which are often highly complex and require collaboration and negotiation with partnership organisations, locally, nationally and internationally where barriers to understanding may exist due to language difficulties and / or legal and procedural differences.</p> | |

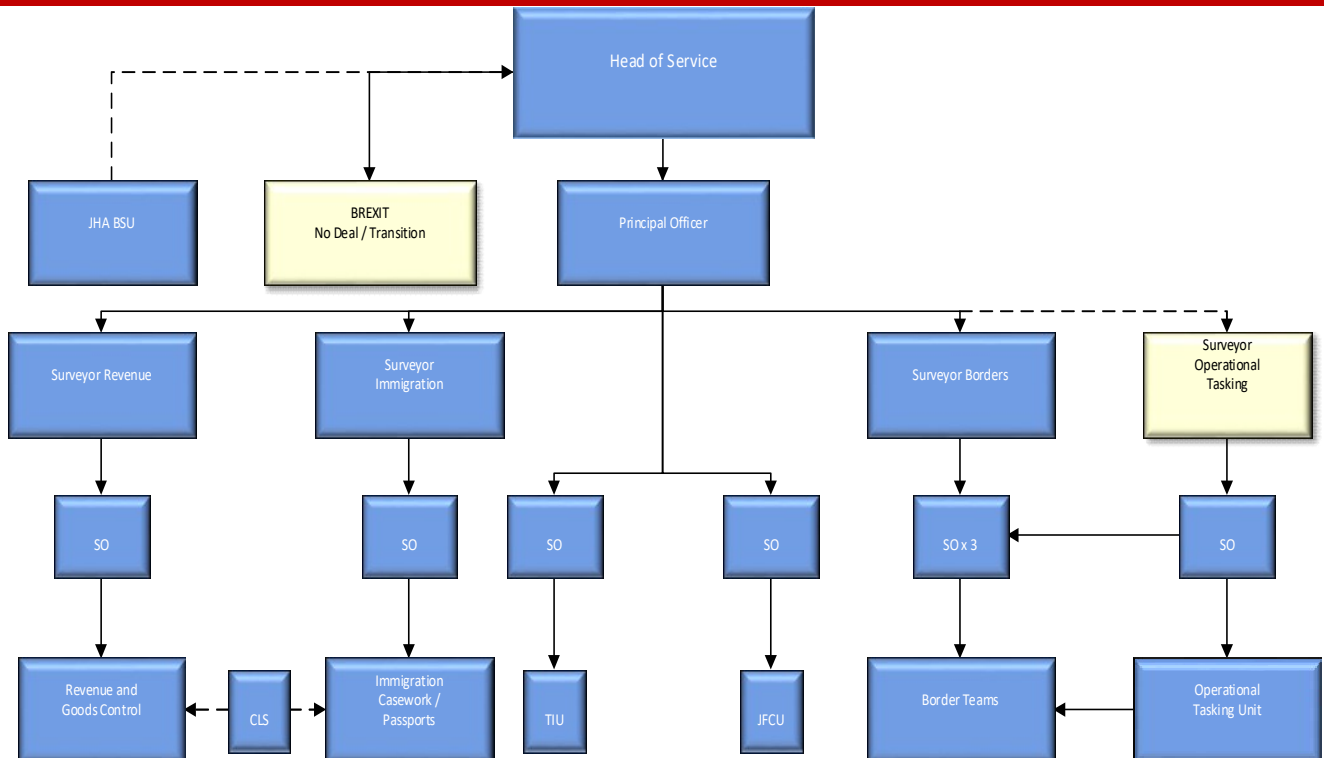
Core Accountabilities, Attributes and Behaviour Indicators

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 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

Organisation chart



Date of Evaluation

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Post Number

XXX

Post Band

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