

Team Leader - Jersey Financial Intelligence Unit (Jersey FIU)

Department: Justice and Home Affairs

Division: Jersey FIU

Reports to: Operations Manager

JE Reference: JHA072

Grade: 11 **JE Date:**12/03/21

Job purpose

The Island's Financial Intelligence Unit (Jersey FIU) serves as the national centre for the receipt, analysis, enhancement and dissemination of financial intelligence.

The post holder will be responsible for the day-to-day activities undertaken by the Financial Intelligence Officers (FIO) within the Operational Analysis Unit (OAU) of the Jersey FIU ensuring the Jersey FIU continues to perform as a world class Financial Intelligence Unit.

The post holder will establish and maintain close working relationships with the Financial Industry, the Jersey Financial Services Commission (JFSC), the Law Officers' Department ((LOD) primarily the ECCU and MLAT Team), Law Enforcement Agencies and other competent authorities to assist with the receipt, assessment, analysis and dissemination of financial intelligence.

Job specific outcomes

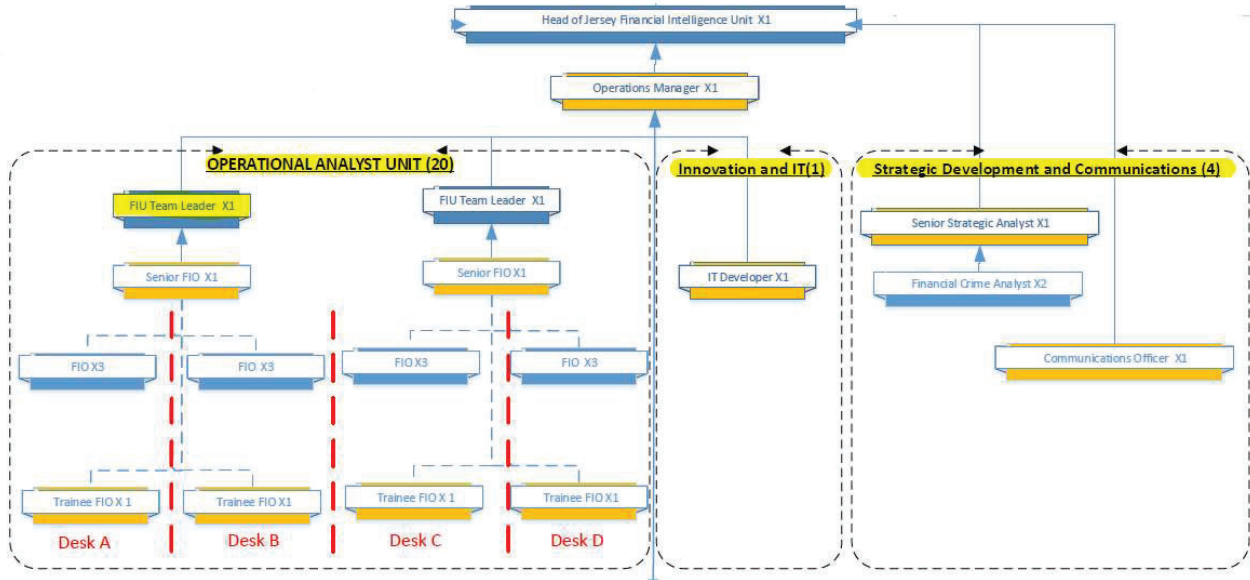
1. Provide supervision and line management to staff within the OAU, allocating work, co-ordinating day-to-day activities and providing guidance to enable the smooth delivery of services, products and tasks.
2. Assess and assign workloads, ensuring OAU casework is prioritised in accordance with Jersey FIUs functions, identified plans and targets; monitor progress and provide direction and guidance as required, whilst reprioritising in response to fluctuating business demands.
3. Have responsibility for the oversight of personnel issues within the OAU, but more specifically for ensuring attendance is managed effectively; coach and mentor staff within the OAU, and wider Jersey FIU where identified.
4. Provide professional oversight to all financial intelligence cases being worked on in the OAU ensuring all operational and tactical matters have been considered in a timely and efficient manner allowing for best use of human, technical and other resources; maintaining the capability to undertake a personal case workload of the more complex financial intelligence cases.
5. Jointly chair the weekly Triage meeting (Jersey FIU, JFSC & LOD) in assessing financial intelligence received (SARs etc.) for subsequent allocation and escalation for immediate criminal or regulatory action.

6. Manage, organise and present professional recommendations to the Operational Tripartite Group (JFCU Ops, LOD (ECCU) and the JFSC) for suspected criminal or regulatory breaches connected to money laundering, and associated predicate offences, terrorist financing, and proliferation financing.
7. Ensure the Jersey FIU maintains continues to comply with the Egmont Group of FIUs Principles for Information Exchange between FIUs and Egmont Group Charter in respect of handling and use of financial intelligence.
8. Provide support and guidance where it relates to that of a financial intelligence nature to criminal investigators, partner agencies and legal advisers investigating or prosecuting any type of financial crime matter.
9. Proactively identify emerging issues which have the potential to escalate and pose higher risks relevant to financial crime matters, in order to protect the islands reputation at local, national and international levels.
10. Interpret complex investigations, legislation and processes relating to financial crime and provide clear, concise direction and guidance to staff with the OAU, the Operations Manager or Head of Jersey FIU where necessary or requested.
11. Identify, develop, lead/participate in a varied programme of outreach and engagement with industry and other stakeholders to increase the knowledge and awareness of the work of the Jersey FIU, Money laundering, and associated predicate offences, terrorist financing, and proliferation financing.
12. Identify, develop and implement policies and procedures (in consultation with the Operations Manager) related to the Jersey FIU, to take into consideration wide ranging legislation, working practices and professional standards both local and national.
13. Development mutually supportive partnerships and alliances at both local and international level, to include (at local level) finance sector businesses, regulators, law enforcement agencies, component authorities such as Revenue Jersey and Government of Jersey and developed Private/Public Partnerships (PPPs) such as JFIN (Jersey Financial Intelligence Network); at international level this will include discussions with international FIU and law enforcement agencies such as the UK FIU/NTFIU/NCA.
14. Maintain an awareness of any local or national developments relating to any financial crime legislation or developments, evaluating new techniques and procedures, considering and highlighting any implications and / or developments relevant to current policies and procedures.
15. Deputise for, and in the absence of, the Operations Manager as necessary and under any agreed delegations; or carry out other activities identified by the Operations Manager or Head of Jersey FIU in pursuance of Jersey FIU functions, objectives, identified plans and targets.

Statutory responsibilities

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

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications</p>	<p>Educated to degree level or equivalent, or equivalent experience within a similar role. Professional qualification e.g. ICA International qualification/certificate in ML/Financial Crime/Compliance</p> <p>Formal Management qualification</p>	<p>National Diploma, National Certificate, Level 3 NVQ or City & Guilds, Access to Higher Education Diploma or an academic or vocational ICA or equivalent Diploma in anti- Money Laundering, Compliance or Financial Crime.</p>
<p>Knowledge</p>	<p>Knowledge and understanding of the following legislation:-</p> <ul style="list-style-type: none"> • Data Protection (Jersey) Law • Proceeds of Crime (Jersey) Law 1999 • Money Laundering (Jersey) Order 2008 • Terrorism (Jersey) Law 2002 • Sanctions and Asset Freezing (Jersey) Law 2019 <p>Knowledge of operating across a number of systems and adjusting to specialist systems.</p>	<p>Knowledge and understanding of the following legislation:</p> <ul style="list-style-type: none"> • Criminal Justice (International Co- Operation) (Jersey) Law 2001 • Civil Asset Recovery (International Cooperation) (Jersey) Law 2007 • EU Legislation (Information Accompanying Transfers of Funds) (Jersey) Regulations 2017 • Investigation of Fraud (Jersey) Law 1991 • Money Laundering and Weapons Development (Directions) (Jersey) Law 2012 • The Al-Qa'ida and Taliban (United Nations Measures) (Channel Islands) Order 2002
<p>Technical / Work-based Skills</p>	<p>Attention to detail and ability to record Information accurately with minimum supervision;</p> <p>Strong leadership skills with the ability to motivate employees through change, ensuring departmental and organisational objectives are met.</p> <p>Knowledge of people management activities, strong understanding of how to communicate effectively with colleagues in a diverse environment.</p> <p>Critical thinking and problem solving and strong analytical skills are essential.</p>	

	Ability to collate, validate and preserve intelligence and evidence to ensure it is fit for disclosure to all relevant parties.	
General Skills/Attributes	<p>Ability to effectively delegate workloads.</p> <p>Ability to work under pressure.</p> <p>Proven ability to negotiate, mediate and resolve conflict through effective communication and interpersonal skills.</p> <p>To work accurately and independently, whilst prioritising workloads.</p> <p>A high degree of organisational skills.</p> <p>Proven ability to assess and manage risk.</p> <p>A high level of written and verbal communication skills.</p> <p>Ensures a high quality service whilst managing a range of tasks, whilst monitoring staff performance.</p> <p>Builds effective relationships with colleagues and internal and external partners.</p> <p>Ensures clear and concise communication through actively listening and responding appropriately whilst sharing information and skill sets.</p>	
Experience	<p>Experience in investigative or analytical roles.</p> <p>Experience and understanding of Data Protection Jersey Law.</p> <p>Experienced in identification of risk, with the ability to mitigate potential risk factors, safeguarding reputational damage.</p>	Experience working within the Financial Services Industrial, predominantly within a Financial Crime or Compliance related role, would be beneficial.
Criteria relating to Safeguarding	There will be exposure to unsavoury, confidential and highly emotive and sensitive issues where the careful and effective handling of such matters is essential.	

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.

Organisational structure

