

Customs & Immigration Legislative and Policy Principle Officer

Department: Justice and Home Affairs

Division: Customs and Immigration Service

Reports to: Goods and Immigration Senior Managers

JE Reference: JHA1005

Grade: 11

Job Purpose

To examine and review the impact upon the Island of constant changes to UK Customs & Immigration (C&I) legislation and practices to ensure the Islands legislation and policies are up to date in order to maintain the integrity of Jersey's global position and remain compliant with the UK Customs Arrangement and the Common Travel Area. To provide expert advice to Customs & Immigration Senior Managers to enable appropriate lawful decisions to be made in relation the movement of goods and persons.

Job Specific Outcomes

1. To identify new or amended United Kingdom Customs & Immigration legislation which requires extension (with or without modifications) to Jersey, by order in Council or to be brought into domestic legislation. Subsequently to provide expert advice to the relevant Senior Manager with recommendations for changes in Jersey primary, secondary legislation and operational procedures in order to remain compliant with the Islands obligations under the UK Customs Arrangement and the Common Travel Area (CTA).
2. To draft changes to the Jersey Immigration Rules for scrutiny by the Law Officers' Department and Senior Manager Immigration & Nationality, subsequent submission to the Minister for Home Affairs for approval. To draft changes to Agent's Directives and traders Terms & Conditions for approval by the Senior Manager Goods and Head of Service.
3. To prepare complex case summaries for the relevant Senior Manager on contentious applications for entry clearances (visas), works permits, leave to remain or an approved trader status in order to assist decision-making in accordance with the relevant legislation or policy of the Minister for Home Affairs.
4. To provide expert advice to the relevant Senior Manager regarding representations/appeals made by applicants or other interested parties when an adverse Customs or Immigration decision has been made.
5. To undertake reviews of the Customs & Immigration Policy and make recommendations for further consideration, following research to identify business and industry trends and needs and where appropriate, consultation with other Government Departments.

6. To maintain and develop relationships both on Island within Government and relevant bodies outside the Island such as Home Office Policy Directorates, specifically the CTA Policy Team, UK Visa & Immigration, Home Office Law Advisors, Ministry of Justice, HM Revenue & Customs, Department of International Trade and relevant Guernsey and Isle of Man Customs & Immigration Policy Principles. Maintaining such relationships is essential in remaining up to date with changes to UK law and policy. This allows the post holder to provide relevant and accurate data and advice to Senior Managers and ultimately to update or introduce relevant Jersey legislation.
7. To undertake detailed research with the relevant UK and CTA Policy Principles and produce reports and draft correspondence for the relevant Senior Manager for the development of Island Customs & Immigration policies.
8. To provide advice and information for the movement of overseas nationals and goods to members of the public, relevant sectors and other States Departments. In addition, to support the relevant Senior Manager when dealing, face to face, with the Minister for Home Affairs, politicians, members of the accountancy and legal professions and other professional organisations.
9. To provide the relevant Senior Manager with advice and information on the impacts or level of compliance the Island might have relating to the development of Future Trade Agreements being negotiated by the Island or by the UK on behalf of the Island.
10. To be the operational expert in relation all Customs and Immigration legislation. Have the ability to interpret complex legal terms to provide expert advice for Customs and Immigration Managers and Officers.

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

ONE GOVERNMENT

Office of the Chief Executive

Customer and Local Services

Children, Young
People, Education
and Skills

Health and
Community Services

Justice and
Home Affairs

Treasury and
Exchequer

Growth, Housing
and Environment

Strategic Policy,
Performance and
Population

Chief Operating Office

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 <i>This relates to the level of education and professional qualifications and / or specific occupational training required.</i></p>	Educated to degree level or equivalent	
<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>Strong knowledge of C&I legislation, working practices, policy and procedures both locally and in the CTA</p> <p>Strong knowledge in GoJ policy governance and procedures.</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>	An ability to interpret technical C&I legislation	
<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>Able to communicate effectively with people at all levels, both orally and in writing.</p> <p>To clearly communicate and explain complex legislation and policy</p> <p>Strong organisation skills and able to work independently</p> <p>An attention to detail</p>	Ability to speak a foreign language

<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>Significant or relevant practical experience in legal and policy matters and procedures</p>	<p>Experience of both Customs and Immigration legislation, policy and procedures</p>
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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.

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.