

Government of Jersey Coordinator – Independent Covid-19 Pandemic Response Review

Department: Office of the Chief Executive

Division: Chief of Staff area

Reports to: Covid-19 Pandemic Response Review Panel

JE Ref: OCE1011

Grade: CS10

JE Date: 9/3/2022

Job purpose

Responsible for being the day-to-day Government of Jersey point of contact for the independent Covid-19 Pandemic Response Review. The role is responsible for coordinating, and managing responses to requests for information and for collating all evidence requested by the Review Panel, promoting transparency and considering potential sensitivities, to support the delivery of the independent Covid-19 Pandemic Response Review

Job specific outcomes

1. Prepares, manages, plans and oversees the completion of the Independent Covid-19 Pandemic Response Review from a Government of Jersey perspective, including timing and sequencing of all actions, responses, draft reviews and final approvals.
2. Receives and prepares timely responses to requests for information from the Independent Covid-19 Pandemic Response Review Panel to promote transparency; maintains accurate records and logs of requests and responses.
3. Administers and collates complex information from a number of different sources and presents this information succinctly, to demonstrate the integrity of the government's Covid-19 response to the Panel and ultimately to all stakeholders.
4. Uses evidence, experience and sound professional judgement to consider potential commercial and political sensitivities about the impact of releasing information to external stakeholders.
5. Advises and provides guidance on potential options for responding to requests for information, so that the impact, risk and opportunities of responses are thought through and managed appropriately.
6. Holds discussions with internal stakeholders at a variety of levels about potential sensitivities and is transparent about impacts and challenges.
7. Set-up and maintain management file structures which are appropriately accessible to colleagues and the Review Panel.

Statutory responsibilities

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

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to degree level in a subject that will give some theoretical background in change and/or business management or demonstrate such a level of equivalent qualifications and experience</p> <p>Holds or is working towards a recognised project or change management qualification (e.g. PRINCE2, AGILE, Lean, etc.)</p>	
Knowledge	<p>Has experience of project management methodologies, governance, stakeholder management and data analysis</p>	<p>Knowledge of States of Jersey financial processes and experience of managing budgets.</p>
Technical / Work-based Skills	<p>Numerical skills and the ability to produce accurate management information</p> <p>The ability to scope, plan, implement and realise the benefits of a project through interpretation of quantitative and qualitative information</p> <p>Analytical skills to understand problems or situations, select the appropriate approach to resolve the problem, and reflect on the result.</p> <p>Ability to break down potential solutions into manageable elements and plan these in a logical and sequential manner, considering interdependencies, resource and cost implications.</p> <p>Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project</p>	<p>Understanding of budgets and resource planning and allocation</p>
General Skills/Attributes	<p>Excellent oral communication to liaise with stakeholders at all levels</p> <p>Must have an eye for detail, the ability to problem solve, to process work with accuracy and prioritise tasks</p> <p>Ability to produce high-quality, easy-to-understand written reports and</p>	

	presentations, which may include succinct summaries of complex situations.	
Experience	Experience in the planning, management and delivery of change and continuous improvement projects	Understanding of States of Jersey Ministerial and Scrutiny arrangements

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 4 core accountabilities attributes and behaviour indicators.

Organisation chart