

Job Title: European Relations Attaché

Department:	External Relations	
Section:		
Reports to:	Principal External Relations Officer Europe	
JE Ref:	OCE1021	
Grade:	CS11	JE Date: 26/06/2023

Job purpose

The Ministry of External Relations is responsible for Jersey's external relationships, working to maintain and advance the Island's constitutional, political and economic links with international partners. The Ministry's aim is to promote and protect Jersey's positive international identity and external influence.

The UK's departure from the European Union (EU) has increased the need for strong and sustained relations with Jersey's EU27 partners. The Ministry for External Relations is the central point of coordination across government for European engagement and leads on government-wide relationships with bilateral partners. Engagement with France is undertaken in conjunction with the Bureau des Iles Anglo-Normandes (BIAN) in Caen, while engagement with the key EU institutions takes place in collaboration with the Channel Islands Brussels Office (CIBO).

The European Relations Attaché will play a crucial role in increasing and improving the Government of Jersey's relationships with national governments in Europe – with particular emphasis on building positive relations with key countries, including France, Germany, Ireland, Poland, Portugal, and Romania and will develop and deliver the Government of Jersey's European Relations Strategy, producing tangible outcomes to meet the Island's objectives of strengthening its relationships with the governments of key European partners

Job specific outcomes

To develop and implement the Government of Jersey's European Relations Strategy, proactively working to build relationships with officers in national government departments and supporting the London-based team with diplomatic contacts across the European Embassy network in London.

To ensure Ministers and senior officials are updated on progress, including recommendations for increasing Jersey's visibility with European States, and activity to address negative perceptions of Jersey with these partners.

To establish and maintain strong and constructive government-to-government contacts with priority jurisdictions, using the full range of political, diplomatic, economic, and commercial channels to advance Jersey's bilateral interests with European States, and protect its position with key players.

To develop an in-depth knowledge of key European States (including France, Germany, Ireland, Portugal, Poland, and Romania) maintaining oversight of political, economic and constitutional developments and providing policy advice on potential risks and opportunities for Jersey's engagement in those countries.

To proactively manage the wider Honorary Consul network in Jersey, developing and implementing initiatives for engagement, ensuring effective communication and joined-up working.

To represent Jersey and its interests at a senior level to the governments of European countries, with particular focus on (but not limited to) administrations in Paris, Berlin, Dublin, Lisbon, and Warsaw.

To support the identification and appropriate reception of external visitors to Jersey from priority jurisdictions, including the management of inbound visits, as required.

To take overall responsibility and manage coordination of outbound visits to European capitals, making judgements about best routes for engagement with consideration of political context and in setting objectives and producing measurable value and tangible outcomes of such visits.

To establish strong relationships and work closely with, amongst others, the full range of Government of Jersey Departments, Jersey's overseas offices, arms-length bodies and others including Government House, the Bailiff's Chambers, Jersey Finance Limited, Digital Jersey, Jersey Heritage, and the Jersey Financial Services Commission.

To provide advice and support to Ministers, the Chief Officer, and other senior officials as appropriate, with regular updates on relevant political developments, policy matters and an overview of recent (and planned/upcoming) engagement/activity primarily on France but also on other relevant countries. The post holder will monitor progress against deliverables, contributing to the regular reports on European Engagement to the International Trade Advisory Group, and recommendations as to next steps to enhance relationships where necessary.

Statutory responsibilities

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States 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

Government Departments

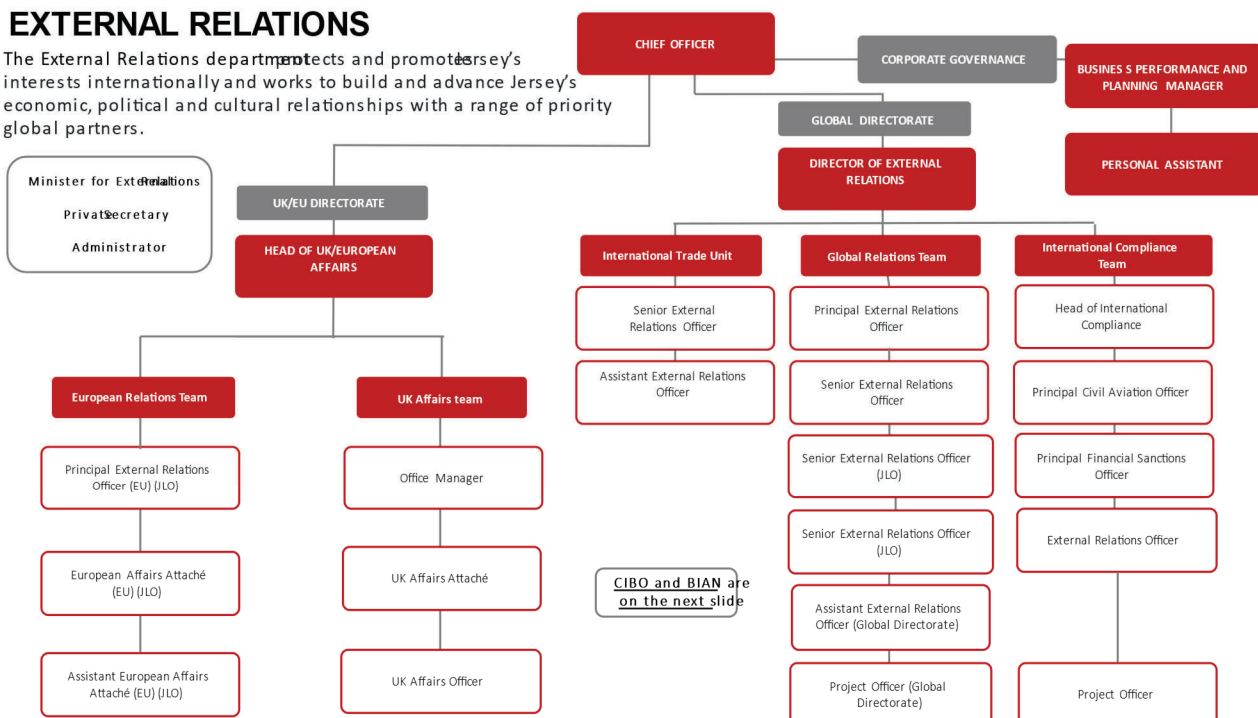


Organisation chart

Please note : Staff under this organisation chart may not be GoJ employees.

EXTERNAL RELATIONS

The External Relations department protects and promotes Jersey's interests internationally and works to build and advance Jersey's economic, political and cultural relationships with a range of priority global partners.



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>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree level.</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>Requires a high level of competences on organisational skills.</p> <p>Knowledge of developing strategies, and problem solving techniques.</p> <p>Dealing with ambiguity to identifying solutions to both foreseeable and unforecastable issues.</p> <p>Change Management without direct managerial control.</p>	<p>The activities of structures of Governments across Europe.</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>Strong analytical and project management skills together with effective resource management competencies.</p>	<p>Other European Languages</p>

	The ability to conduct meetings in French is essential	
<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>Problem solving.</p> <p>Politically astute.</p> <p>Strong negotiation skills.</p> <p>Ability to provide and communicate complex information into easily understandable language</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>Experience of at least three years at a policy formulation level in a multi-disciplinary environment.</p>	<p>Working in an international setting with a sound understanding of external relations is desirable, as is experience of developing and implementing successful international engagement strategies in a challenging global environment</p>

Personal Attributes

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.