

External Relations Officer – Sanctions

Department: Ministry of External Relations

Division: Global Directorate

Reports to: Principal Financial Sanctions Officer

JE Ref: OCE1022.1

Grade: CS09

Date: 04/09/2023

Job Purpose

- Support the work of the Financial Sanctions Implementation Unit (“FSIU”) to ensure effective implementation of financial sanctions.
- Provide support to the FSIU to assist with all aspects of sanctions implementation, both policy and operation, such as sanctions licence applications, case management, amendments to legislation, guidance, outreach and engagement, and policy development.
- Supervise the delivery of core operational functions of the FSIU, such as supporting the Minister for External Relation (“MER”) processing of sanctions licence applications.
- Provide policy support and additional capacity to assist in Jersey’s preparation for a successful review by MONEYVAL against the Financial Action Task Force (FATF) Recommendations, and support in the delivery of follow up actions made by the MONEYVAL assessors. This will involve working with a range of government and non-government stakeholders to address recommendations linked to Immediate Outcomes (“IOs”) 10 and 11 of the MONEYVAL assessment. Achieving a good outcome on both IOs is of critical national importance for Jersey’s long-term economic prosperity.
- Provide policy and research support to the Principal Financial Sanctions Officer and Head of Financial Sanctions and International Compliance on all aspects of international agreements.

Job specific outcomes

FINANCIAL SANCTIONS

- Provide research, policy, and administrative support, as needed, to the Head of Financial Sanctions and International Compliance and the Principal Financial Sanctions Officer to ensure effective implementation of United Kingdom and United Nations financial sanctions in accordance with relevant international standards, such as those set by the FATF.
- Provide support to the Head of Financial Sanctions and International Compliance and the Principal Financial Sanctions Officer to help ensure timely completion of recommended actions and follow up actions made by the MONEYVAL assessors following their assessment in September 2023.
- Help organise and prepare presentations for outreach and engagement with the private sector and government agencies, locally and internationally, as needed.

- Provide policy research to contribute to the publication of detailed technical guidance on financial sanctions, that is responsive to the needs of the financial services industry and other relevant sectors.
- Undertake research of international standards in financial sanctions implementation in order to compare and contrast proposed policy and legislation of other peer jurisdictions to support the provision of analysis to ensure that the policy or legislative proposals are proportionate and in the best interests of Jersey.
- Support the preparation of law drafting instructions to finalise legislation from sanctions policy proposals.
- Provide oversight for the Sanctions and Asset-Freezing (Implementation of External Sanctions) (Jersey) Order 2021 and ensure it is updated, where relevant, in a timely manner to ensure the immediate and automatic implementation of all United Nations Security Council Resolutions and autonomous United Kingdom sanctions regulations.
- Provide honest, objective and impartial advice to senior officials (and Ministers as needed) on financial sanctions implementation, with the support of the Head of the Financial Sanctions and International Compliance.
- Support the Head of Financial Sanctions and International Compliance in the regular briefing and update on operational matters of the FSIU to the Financial Sanctions Oversight Board.
- Deliver the timely publication of financial sanctions notices and other guidance for industry on the Jersey Gazette.
- Provide secretariat functions for the Proliferation Financing Operational Working Group.
- Ensure the production of accurate and professional briefings, advice, guidance, and documentation on financial sanctions, and prepare Ministers effectively to respond to States Assembly questions, Scrutiny and Public Accounts Committee hearings, stakeholder meetings and the media. These activities will ensure Ministers are effective in progressing their government agenda and in responding to democratic scrutiny.

INTERNATIONAL TREATIES

- With the support of the Head of Financial Sanctions and International Compliance, ensure coordination of the Island's international reporting obligations in respect of United Nations Human Rights and other international treaties.
- Ensure prompt communications with the UK government on international treaties by acting as an initial point of contact for UK government in relation to treaty extensions and reporting obligations.
- Support the activity of the Ministry of External Relations in other areas, as required.

Statutory responsibilities

N/A

Services

Sanctions

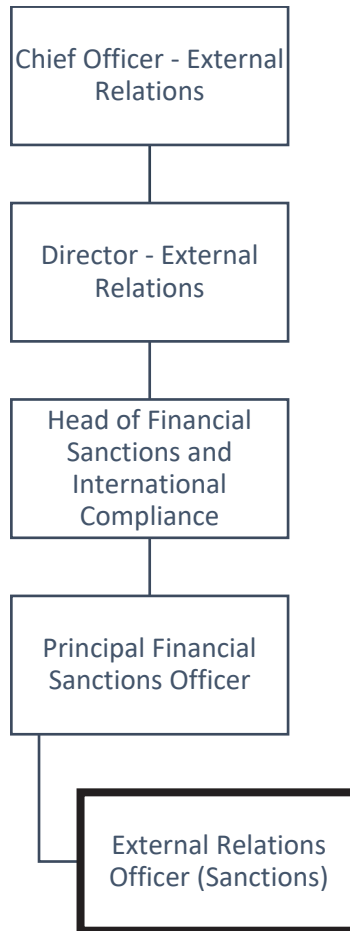
- Support the work of the Financial Sanctions Implementation Unit

International Treaties

- The post holder, where relevant, will also be required to support the International Compliance team with the timely extension, reporting of obligations, and publication of international treaties and conventions pertaining to Jersey.



Organisation chart



Specific to the role

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level (preferably 2.1 or higher) in any academic discipline	
Knowledge	Ongoing Continuing Professional Development to remain up-to-date with the latest methodologies and	

	<p>industry research and best practice.</p>	<p>Knowledge of UK and UN financial sanctions regimes</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p>
Technical / Work-based Skills		<p>Driving licence, O365 experience</p>
General Skills/Attributes	<p>Strong relationship building skills.</p> <p>Good planning and organising skills.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the Scrutiny and Government of Jersey Ministers.</p> <p>Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	

Experience	Minimum of 2 years' experience in financial services or public service.	
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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.