

## External Relations Officer – International Trade Unit

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<b>Department:</b>	Ministry of External Relations	
<b>Section:</b>	International Trade Unit	
<b>Reports to:</b>	Principal External Relations Officer – International Trade Unit (ITU)	
<b>JE Ref:</b>	OCE1024	
<b>Grade:</b>	CS09	<b>JE Date:</b> 21/11/2023

### Job purpose

support the work of the International Trade Unit (ITU) to ensure Jersey's interests are represented and promoted in matters of international trade.

provide ownership and support to the ITU across a range of tasks, assisting with specific projects, developing policies, researching information and project management.

develop technical expertise in international trade matters in order to successfully deliver the Islands international trade strategy.

Provide policy and research support to the Principal External Relations Officer (International Trade Unit) and work in partnership the Assistant External Relations Officer (International Trade Unit) to secure the Government of Jersey's participation in the UK's Free Trade Agreement (FTA) programme.

Develop Jersey's positive relations with UK Government counterparts, specifically in the Department for International Trade (DBT), and also (as appropriate) with key FTA partners through London and the Crown Dependencies as well as key on-island stakeholders and other government departments.

Maintain responsibility for developing evidence-informed policy, advice and proposals on multilateral trade matters and negotiations, with a specific focus on Jersey's approach to, and compliance with, existing and future FTA commitments.

### Job specific outcomes

Undertake research and analysis on the United Kingdom's forecast of Trade Agreements to better position Jersey's potential participation in UK negotiated FTAs.

Provide honest, objective and impartial advice and policy recommendations to senior officials (and Ministers as needed) to inform advice on international trade matters, specifically Jersey's participation in UK negotiated FTAs and membership of the World Trade Organisation (WTO).

Undertake research and analysis of geopolitical developments with key FTA partners and provide policy advice to senior officials on potential risks and opportunities for Jersey's participation within UK FTAs with such trading partners.

Advise Ministers and senior officials on progress and recommendations for securing Jersey's interests and position within FTAs, and activity to address barriers of Jersey's inclusion.

Deliver the day-to-day operational matters and the specific ITU objectives and workstreams of specific programmes to ensure delivery against departmental objectives.

Monitor and report progress against key performance indicators.

Ensure prompt responses for and on behalf of Ministers, reports for States Assembly and Ministerial Correspondence as appropriate within the team.

Support the Principal External Relations Officer in briefing senior officers (and Ministers) on relevant trade matters for Ministerial engagements and meetings.

Manage and deliver aspects of high-level inward/outbound diplomatic/ministerial visits to Jersey/UK by delegations pertinent to UK FTA's or negotiations.

Lead stakeholder engagement with wider Government of Jersey departments.

Provide assurance that policies developed by workstream leads in other teams is consistent with Ministerially agreed principles on FTA participation.

Develop and sustain the Island's relationships with prioritised partners, including UK Government and the Crown Dependencies to deliver the Government of Jersey's specific trade objectives using the full range of political and diplomatic channels.

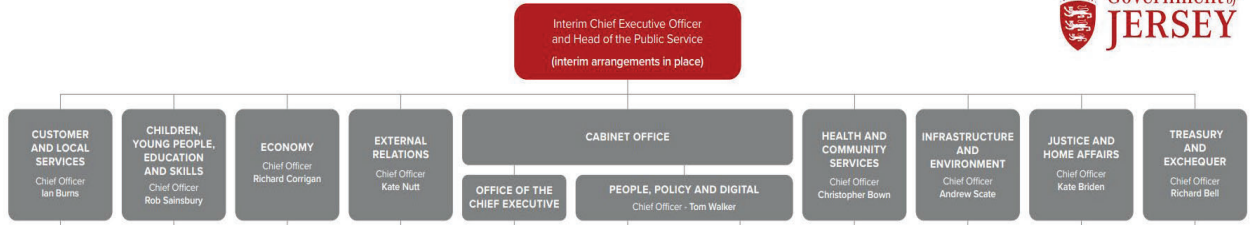
Self-manage, at times, an exceptionally fast paced workload.

#### **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 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.

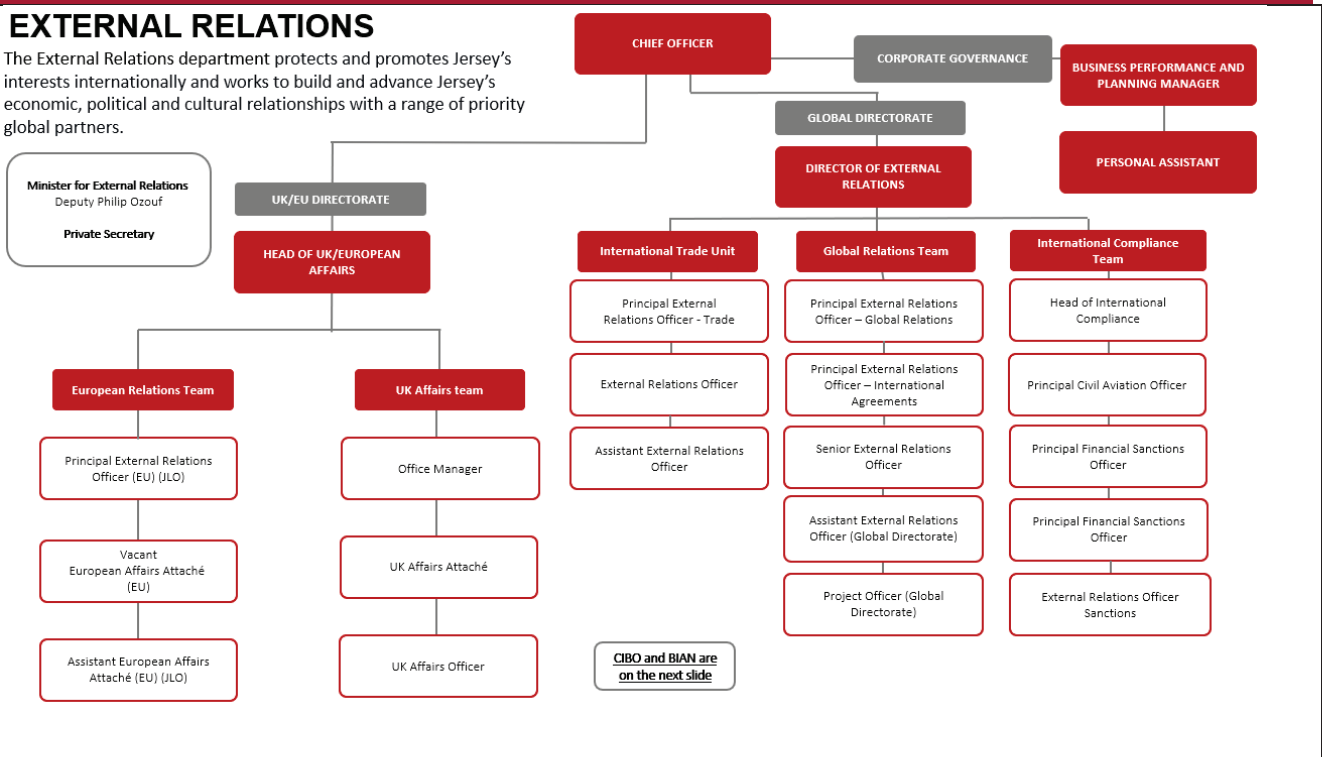
#### **Organisational structure**



## Organisation chart

### 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
<b>Qualifications</b>	Educated to a degree level in any academic discipline	
<b>Knowledge</b>	Ongoing continuing professional development to remain up-to-date with the latest methodologies, industry research and best practice.  Interest in and awareness of international politics.	Knowledge of in International Trade Agreements.  Knowledge of the World Trade Organisation.
<b>Technical / Work-based Skills</b>	Good IT skills – fully conversant with Office365 and MS Office packages, particularly Outlook, Excel and Word.	
<b>General Skills/Attributes</b>	Strong relationship building skills.  Good planning and organising skills.  Excellent verbal and written communication skills.  Ability to produce written materials (e.g. letters, reports, discussion	

	<p>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>	
<b>Experience</b>	<i>Minimum of three years relevant work experience.</i>	

## Personal Attributes

### Delete as appropriate:

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.