

Administration and Research Officer

Department Office of the Chief Executive

Division Ministerial Support Unit

Reports to Private Secretary

JE Ref: OCE500

Grade: CS08

JE Date: 20/04/2020

Job purpose

To provide a comprehensive and professional administration and research support service to Ministers and Assistant Ministers to enable them to meet their ministerial priorities, thereby ensuring a sound contribution to the work of the Government of Jersey.

Job specific outcomes

- Ensure that Ministers and Assistant Ministers are able to effectively discharge their duties in the States Assembly by providing high quality administrative support, and a range of other related duties, to the Minister and their Assistant Minister, as part of the effective operation of the ministerial office, including sourcing materials and background research.
- Undertake quality research into complex matters to inform the work and improve the decision making of Ministers and Assistant Ministers.
- Ensure the day-to-day business of the Minister and Assistant Ministers is transacted in an efficient and timely manner, including preparing draft responses to constituents and stakeholders and researching answers; attending internal and external meetings and visits; and maintaining a record of meetings and action points.
- Promote internal awareness and understanding of political, public and media issues as they arise with relevant colleagues, supporting a culture of government responsiveness and transparency (so that Ministers can deliver for Islanders and be held to account as they do so).
- Deliver improvements to service provision, and hold responsibility for specific activities and processes to ensure services continue to meet agreed quality standards, guidelines and procedures.

Statutory responsibilities

The post holder's role includes supporting Ministers and Assistant Ministers to comply with their statutory duties under the States of Jersey Law and Standing Orders – mainly by way of developing, with the Head of the unit, processes and procedures. The post holder does not have any statutory responsibilities in their own right.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	A degree and/or professional qualification in a related subject area, for example, business studies, politics.	
Knowledge	Knowledge and ability to interpret department and working policies, with the ability to ensure that relevant policies and procedures are fully implemented.	A strong understanding of the key issues that affect the Island, of local news and events, and of the States Assembly, its role in the Island and its activity,
Technical / Work-based Skills	Strong analytical skills and the ability to work accurately whilst under pressure to understand problems or situations within a politically exposed environment and to select the appropriate approach to resolve the problem and reflect on the result.	

	<p>IT skills, with a knowledge of Microsoft office software, in particular Word, Excel and PowerPoint.</p> <p>Must have an eye for detail, the ability to process work with accuracy and prioritise tasks.</p>	
General Skills/Attributes	<p>Excellent communications skills, being able to work as part of a small team and in close proximity to Ministers and Assistant Ministers.</p> <p>Able to deal with many high priority issues at the same time, maintaining a calm and professional approach whilst quickly developing a strong rapport with others.</p> <p>Ability to proficiently use Microsoft software packages.</p> <p>High level of customer service including the ability to demonstrate a level of assertiveness to achieve a positive outcome.</p> <p>Must have the initiative to make decisions where no precedent or guidance is available, minimise any negative impact on the reputation of the organisation.</p>	
Experience	<p>Proven experience and service delivery in a fluid, fast moving and sensitive environment.</p>	

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 core accountabilities attributes and behaviour indicators.