



## Job Title: Senior Secretariat Officer

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**Department:** States Greffe

**Section:** Committees, Panels and Secretariat

**Reports to:** Principal Secretariat Officer

**JE Ref:** SG1000.1

**Grade:** CS11

**JE Date:** 01/05/2024

### Job purpose

Deliver an impartial, highly professional and technical specialist secretariat service producing the official records of meetings of predominantly Category 1 (internal categorisation from 1 to 3 in respect of priority and complexity of service) States appointed and Government bodies, which includes the Council of Ministers, States Employment Board and Planning Committee. In a senior position in the team the post-holder will hold accountability for their own portfolio, line manage, coach and support more junior colleagues and lead and contribute to service development projects.

Fulfil a pivotal role in the system for the production and recording of official Ministerial Decisions through a complex Government-wide system, including responsibility for quality control of all official decision summaries for authorisation by the relevant Minister. In doing so, ensure that the official decision is unambiguous, technically coherent, compliant with relevant legislation and Government and parliamentary procedures, and that matters for the States Assembly are correctly processed and expedited.

### Job specific outcomes

1. Hold sole accountability for analysing and interpreting often complex, technical, sensitive and confidential information to produce the impartial, accurate and legally robust official written record of summarised discussions and decisions made at meetings of (Category 1) States appointed and Government bodies. This is critical to upholding the reputation and integrity of the States Assembly and Government of the Island, as such records are liable to generate robust political, media and public scrutiny.
2. Ensure compliance with Service Level Agreements and promote the efficient and effective functioning of the bodies serviced. In doing so provide authoritative and trusted expert advice and guidance as appropriate to those bodies, including to States Members and senior officials, on relevant procedural obligations to enable their proper functioning. In the highly political and/or statutory context the role functions within, service and advice provided underpins good governance and must therefore be exemplary and enhance the operations of those bodies.
3. Analyse and interpret often complex, technical and/or sensitive reports submitted by officials to manage the quality assurance all official Ministerial Decision summaries on behalf of Government departments. This must ensure all Decisions are procedurally correct, unambiguous and compliant with relevant governance arrangements, legislation (in particular but by no means restricted to Data Protection considerations) and parliamentary procedures



before presentation to Ministers for formal signing. In doing so use astute judgement as to the appropriate referral of matters upwards and in influencing senior colleagues.

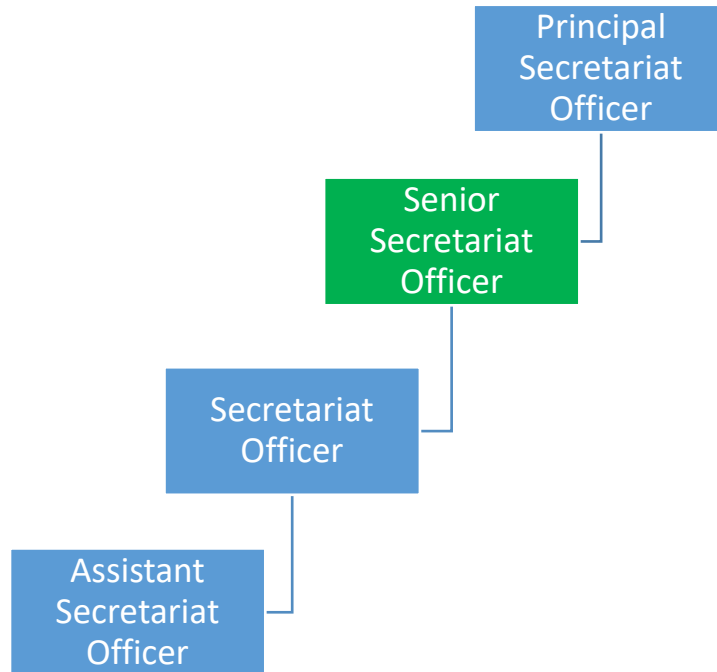
4. Ensure matters arising from Ministerial Decisions for consideration by the States Assembly in due course are identified and correctly expedited to meet political and statutory obligations.
5. In engaging with the complex production process of Ministerial Decision summaries, delegate to and co-ordinate the work of more junior colleagues and co-ordinate with multiple States Greffe and external department colleagues. In doing so ensure impeccable accuracy, communication, transparency and efficiency to help uphold the reputation of the States and Government of Jersey.
6. Communicate effectively and proactively with other senior colleagues to promote constructive and collaborative working across the wide range of States Assembly and Government appointed bodies, as well as with Government officials.
7. Manage a dynamic, technically challenging day-to-day workload in a highly professional and efficient manner, completing (and delegating where appropriate) all tasks to meet deadlines and ensuring compliance with all statutory requirements, to ensure effective service delivery and attainment of departmental and personal objectives. This must include proactively monitoring and implementing best practice in this specialist profession, in addition to relevant governance matters such as those reported on by the Comptroller and Auditor General.
8. Line manage the role of Secretariat Officer, setting and monitoring individual objectives to encourage professional development and ensure delivery of an exceptional service. Additionally, direct and supervise the day to day work of other colleagues reporting to the post-holder in a supporting role on workstreams to make sure all output is delivered on time and to the required challenging standards.
9. Lead and contribute to other wider departmental projects to deliver the wider strategic and business objectives of the States Greffe.

### **Statutory responsibilities**

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

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.

### **Organisation chart**





## Person Specification

### Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Degree or equivalent experience in subject area that demonstrates exemplary written English skills, assimilation of information and academic aptitude.</p>	<p>Management/leadership qualification.</p>
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Comprehensive understanding of the strategic, legislative and political frameworks of the States of Jersey and Government of Jersey.</p> <p>Excellent understanding of policy and legislative issues facing the Island.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to understand, assimilate and advise on complex legislative, organisational and governance issues quickly and accurately in stressful and pressured political situations.</p> <p>Clear, concise, accurate oral and written communications in excellent English.</p>	<p>A working command of both spoken and written French as the States Assembly is a bi-lingual parliament.</p>
<p><b>General Skills/Attributes</b> <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>Strong influencing, diplomacy and communication skills.</p> <p>Politically astute.</p> <p>Proactive approach, able to work constructively and collaboratively with a</p>	



	<p>range of people including those at senior levels.</p> <p>Capable of managing multiple tasks and processes.</p> <p>Excellent judgement, working well in a pressured environment on complex matters.</p> <p>IT skills, particularly with Microsoft Office applications.</p> <p>Organised; able to deal with multiple competing priorities and a high workload.</p> <p>Ability to work independently with minimal supervision, and as an effective team worker.</p> <p>Personal resilience to deal with challenging situations.</p>	
<p><b>Experience</b> <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>Undertaking complex analytical work with proven flexibility in comprehension and interpretation of changing and wide range of technical information.</p> <p>High level and technical minute taking experience.</p> <p>Experience of working effectively in a small team.</p>	<p>Experience working in a government or parliamentary context.</p> <p>Effective team leadership/line management.</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 tier 4 core accountabilities attributes and behaviour indicators.