



Assistant Secretariat Officer

Department: States Greffe

Section: Committees and Panels

Reports to: Specialist Secretariat Officer

JE Ref: SG1009

Grade: CS09

JE Date: 10/8/2021

Job purpose

Assist the team of Specialist Secretariat Officers in the delivery of an exemplary, impartial and professional specialist secretariat service to a number of States appointed and Government bodies, including the Council of Ministers and Planning Committee.

Work with the Specialist Secretariat Officer team to provide trusted quality assurance of Ministerial Decisions, analysing associated departmental reports to create draft decision summaries for authorisation by the relevant Minister and ensuring that the recorded decision is unambiguous, 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. Comprehensively support the often complex work of Specialist Secretariat Officers, including acting on their behalf as delegated to provide appropriate service resilience and additional capacity during periods of elevated demand. Provide similar cover during periods of routine leave, including attending, contributing to and producing the official record of meetings of States appointed and Government bodies on their behalf.
2. Routine tasks include:
 - a) Compiling templates for the records of upcoming meetings of States appointed and Government bodies, and take comprehensive notes during such meetings, analysing and interpreting complex, sensitive and confidential information, as part of the construction of the impartial and accurate official written record of summarised discussions and decisions made. This contributes significantly to good governance arrangements and helps protect or enhance the reputation and integrity of the States Assembly and Government of the Island.
 - b) Post meeting preparation and circulation of the official records of the bodies serviced within agreed timescales and processes to enable their efficient and effective functioning.
 - c) Creation of draft Ministerial Decision summaries on behalf of Government departments by analysing and interpreting associated reports submitted by officials. Liaise with the Specialist Secretariat Officers to ensure the draft decision is procedurally correct, unambiguous and compliant with relevant legislation and parliamentary procedures before it is presented by the officials to the Minister for formal signing, and that matters for consideration by the States Assembly in due course are correctly processed and expedited.



3. Ensure compliance with Service Level Agreements and help promote the efficient and effective functioning of the bodies supported. In doing so, provide authoritative and trusted support, advice and guidance as appropriate to colleagues and a range of stakeholders, including States Members and senior officials, on relevant procedural obligations. 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.
4. Manage a dynamic day-to-day workload in a highly professional and efficient manner, meeting deadlines, completing all necessary administrative tasks and ensuring compliance with all statutory requirements, to ensure effective service delivery and attainment of personal and departmental objectives.
5. Demonstrate excellent communication skills when routinely engaging with colleagues, States Members, Government officials and multiple other stakeholders to progress often complex work in a coherent, structured and informed manner. Work to solve difficulties arising and expedite decision making to uphold the timely and coherent delivery of relevant work streams.
6. In a key internal team role show exceptional team worker skills, working with a constructive and collaborative approach and communicating regularly and proactively with senior and other States Greffe colleagues to ensure the effective delivery of a range of tasks.
7. 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.

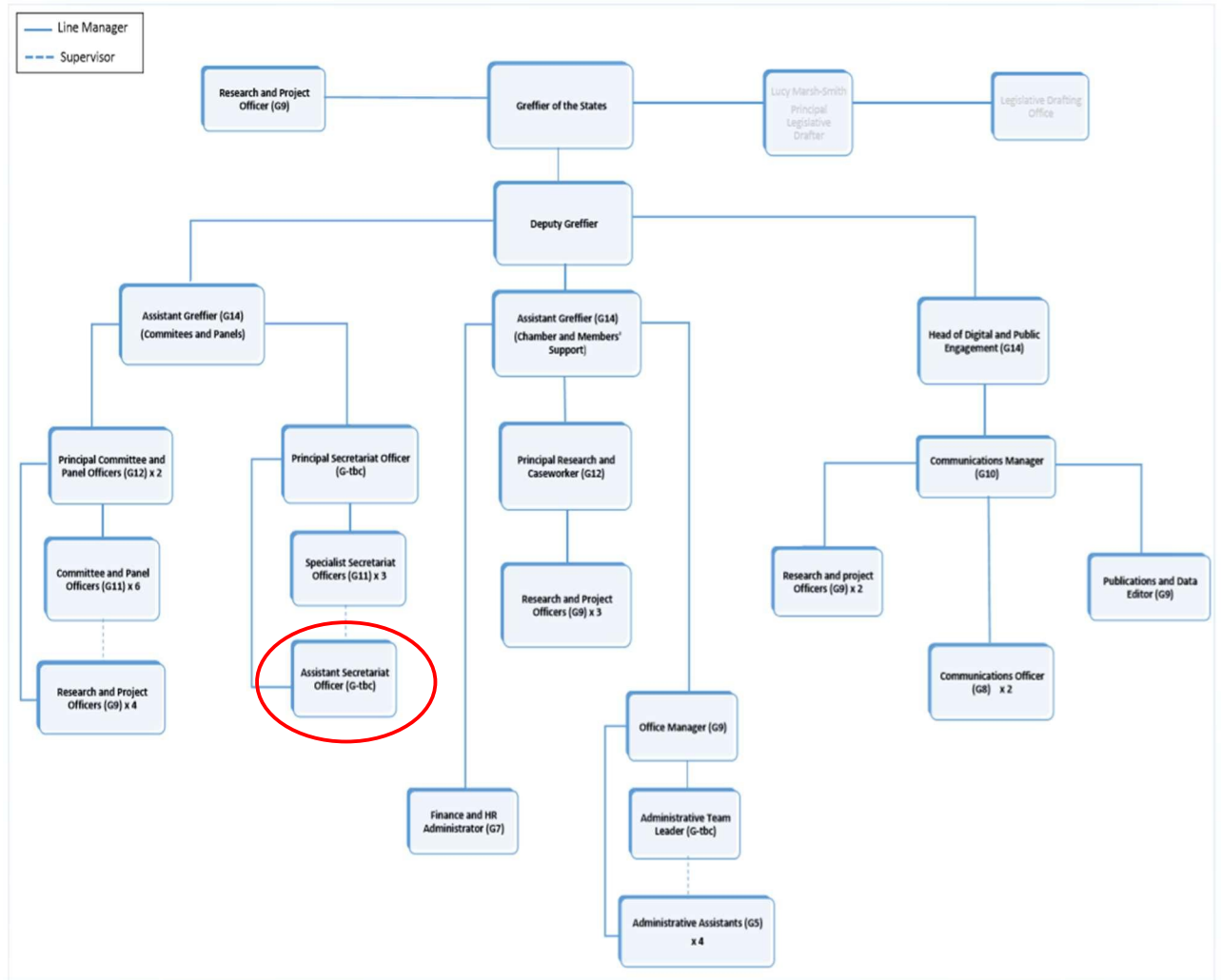
Core Accountabilities, Attributes and Behaviour Indicators

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.



Organisation chart

The department has the following organisational structure:





Person Specification

Specific to the role		
	Essential	Desirable
Qualifications	Degree or equivalent experience in subject area that demonstrates strong written English skills, assimilation of information and academic aptitude.	
Knowledge	Understanding of significant policy issues facing the Island and clear appreciation of current affairs.	Familiarity with Jersey's machinery of government and constitutional arrangements.
Technical / Work-based Skills	<p>Ability to understand, assimilate and advise on complex issues quickly and accurately in potentially stressful and pressured political situations.</p> <p>Clear, concise, accurate oral and written communications in excellent English. Political awareness.</p> <p>IT skills, particularly with Microsoft Office applications.</p>	A working command of both spoken and written French as the States Assembly is a bi-lingual parliament.
General Skills/Attributes	<p>Organised and able to deal with multiple competing priorities and a high workload.</p> <p>Ability to work independently with minimal supervision, and as a positive team influence.</p> <p>Excellent oral and written presentation skills. Clear, concise, accurate oral and written communications in excellent English.</p> <p>Personal resilience to deal with challenging situations.</p>	
Experience	<p>Minute taking experience.</p> <p>Undertaking analytical work and compilation of output in a workplace or academic (tertiary) setting.</p> <p>Experience of working effectively in a small team.</p>	