

Job Title: Senior Saisie Officer

Department: Court Services
Section: Viscount's
Reports to: Deputy Viscount
JE Ref: SG1033

Grade: CS11

JE Date: 25/08/2023

Job purpose

As a member of the Viscount's Leadership team, undertake and be responsible for the management of assets seized pursuant to Drug Trafficking, Terrorism and Proceeds of Crime orders and Civil Asset Recovery Orders. Manage the realisation of assets which are subject to Confiscation Orders. Supports the Principal Enforcement Officer with all processes related to Saisie Judiciaires and Confiscation Orders.

As member of the Leadership Team, contribute to the strategic development and operational efficiency of the Viscount's Department.

Job specific outcomes

1. Undertakes all aspects of work concerning Saisie Judiciaires (freezing orders), forfeiture of assets and property restraint orders. This involves the immediate and often urgent seizure and protection of all realisable property made subject to a Saisie Judiciaire, forfeiture order or property restraint order (e.g. land, housing, bank accounts, shares in companies, house contents, vehicles etc.). Investigate the whereabouts of corporate and personal property and make distrains.
2. Liaises with respondents (those persons who are subject to the order) and professionals engaged by them and prosecuting agents, including foreign jurisdictions.
3. Consults with the Department's legal, financial, and other professional agents in order to ensure the property is fully protected whilst under the control of the Viscount.
4. Upon the conversion of a Saisie Judiciaire into a Confiscation Order (when respondent is convicted), arranges for the realisation (by sale, auction etc.) of the affected property and the payment of its value, after deduction and allocation of fees and disbursements, to the appropriate Confiscation Fund.
5. In the event of the termination (discharge) of a Saisie Judiciaire, arranges for the repayment or reinstatement to the respondent of property seized.
6. Creates and maintains an electronic database of all assets seized showing under what circumstances they are held and when required prepare reports for governing and regulatory bodies of both local and foreign jurisdictions. Co-ordinates the collation of other departments' statistic along with the Viscounts' statistics on Proceeds of Crime for delivery to MONEYVAL and the National Data Base. Produces regular and ad hoc reports for use within the wider organization.
7. Manages and oversees the accounting aspects of all Maintenance Orders.

8. Provides effective leadership to directly managed staff, ensuring a performance management culture, monitoring workload, identifying training needs, setting objectives, and providing performance feedback. Communicate effectively to ensure that team members are briefed on departmental and organisational priorities. Acts as a role model to support team members of immediate and the wider team. As a member of the Viscount's Leadership team, participates in a range of departmental initiatives including contributing to annual report and business plans, reviewing performance data and key performance indicators. Reviews services to ensure continued effectiveness and efficiency and identify improvements through a culture of continuous improvement.
9. Prepares Notices and Records of Service in line with the procedure of serving Saisie Judiciaire and Civil Asset Recovery orders.
10. Closely involved in testing and implementation of bespoke software (Plainsail) and a member of ongoing team responsible for monitoring its performance.
11. Carry out any other duties of the Viscount as a Viscount Substitute.

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 not politically restricted. The jobholder is 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.

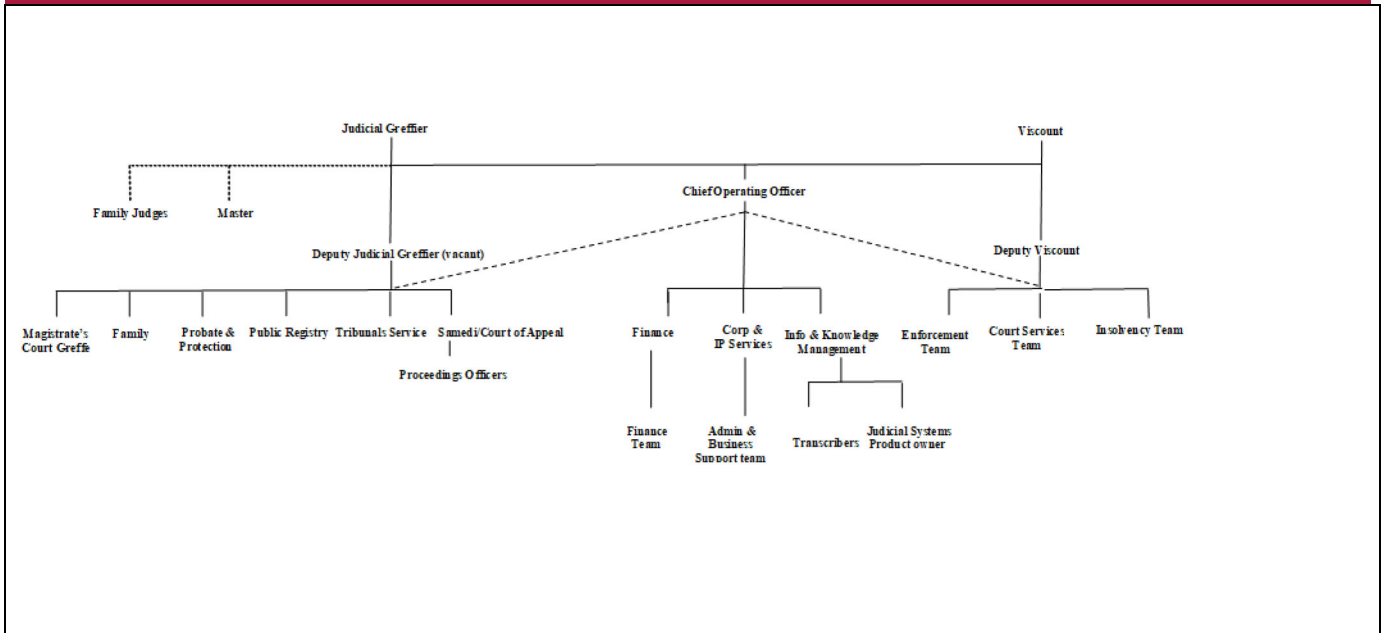
Organisational structure

This is the wrong government dept diagram?

Government Departments



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>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Accounting technician or part-qualified accountant</p> <p>Legal qualification at Certificate level, eg, Diploma in Law and Practice or Higher Apprenticeship in Legal Services.</p> <p>Educated to A level standard. A project management qualification such as Prince2, PMP or Agile</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>In depth knowledge of the law and processes around Saisie Judiciaires and Civil Asset Recovery, or able to quickly establish knowledge.</p> <p>Project management understanding and experience.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>IT literate with good knowledge of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook. Ability to use bespoke system, PlainSail.</p> <p>Proven ability to create reports and manage databases.</p> <p>Ability to prepare financial statements. Trained and up to date in MAYBO techniques in order</p>	

	to defuse potentially dangerous and violent situations	
<p>General Skills/Attributes <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>High degree of accuracy.</p> <p>Excellent numerical skills and the ability to work accurately with figures whilst under pressure.</p> <p>Excellent level of customer focus including the ability to carry out negotiations and demonstrate a level of assertiveness when circumstances dictate to achieve a positive outcome.</p> <p>Excellent analytical skills and the ability to be objective and apply sound judgement.</p> <p>Resilience to be able to work in difficult and challenging situations.</p> <p>Willingness to challenge in a professional manner.</p> <p>Acts with the highest levels of discretion and probity at all times as dealing with sensitive legal information.</p>	
<p>Experience <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>Experience in Property management.</p> <p>At least five years' experience of working in an enforcement role.</p> <p>At least five years' experience of working in an accounting role.</p> <p>Thorough knowledge of the judicial system, court procedures and practices, or able to develop knowledge.</p>	

Personal Attributes

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.