



Job Title: Research and Project Officer

Department: States Greffe

Sections: Chamber & Members' Support/Committees and Panels/Digital and Public Engagement

Reports to: Assistant Greffier or Head of Digital and Public Engagement

JE Ref: SG106

Grade: CS09

JE Date: 20/04/2020

Job purpose

Responsible for producing evidence-informed, expert, wide-ranging research and advice to senior officials, States Members and the Assembly's Panels and Committees, to improve decision making by the States Assembly and Senior Leadership Team of the States Greffe.

This should serve to increase trust and public engagement with the Island's parliament as well as enhance Jersey's legal and political frameworks, international reputation, and public services.

Job specific outcomes

There are a number of Research and Project Officer positions in the Department. Post holders are appointed to one of the three sections of the States Greffe (Chamber & Members' Support/Committees and Panels/Digital & Public Engagement) as capacity requires. Job specific outcomes are uniform, but individual duties in each section will vary in detail.

1. Undertake high-quality objective research into complex legislation, policy and topical matters to inform the work and improve the decision making of a range of senior colleagues, individual States Members, the States Assembly and its Panels and Committees, and the knowledge of the wider public.
2. Give presentations, write briefing papers, reports, Freedom of Information responses, question plans, speeches, news releases and website and social media content to communicate research outcomes in formats appropriate to the requirements of each individual project or piece of work.
3. Lead on or engage with inquiries and project work associated with either the States Assembly's Committees and Panels, Members' Support or Digital & Public Engagement, adding valuable research expertise to deliver on departmental and political objectives.
4. Manage a dynamic day-to-day workload in a highly professional and efficient manner, meeting deadlines, completing (and delegating where appropriate) 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 and influencing skills when routinely engaging persuasively with States Members, Government officials and multiple other external



stakeholders to progress often complex project/review 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 programmes.

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 research, projects and tasks.
7. Comprehensively support the wide ranging work of team leaders and supervisors, 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 and contributing to internal and external meetings, events and visits on their behalf.
8. 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.

Person Specification

Specific to the role

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

	Essential	Desirable
Qualifications	Degree or equivalent experience in subject area that demonstrates strong research/report writing skills, analytical skills, and academic aptitude.	Project management qualification.
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.	Knowledge from working in a political/parliamentary/legislative research context. Familiarity with the legislative, strategic and political



		frameworks of the States of Jersey and an ability to operate within them.
Technical / Work-based Skills	<p>Excellent policy and strategic reasoning skills with evidence of working at pace in a complex multi-stakeholder environment.</p> <p>Political awareness.</p> <p>Ability to understand, assimilate and advise on complex issues.</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; 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>Research, analysis and compilation of output in a workplace or academic (tertiary) setting.</p> <p>Successful management of projects involving a range of stakeholders.</p> <p>Experience of working effectively in a team.</p>	Experience of successfully undertaking and communicating research in a policy orientated or legislative context.

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.