



Job Title: Principal Committee & Panel Officer

Department: States Greffe

Section: Committees and Panels

Reports to: Assistant Greffier of the States (Committees and Panels)

JE Ref: SG109

Grade: CS12

JE Date: 11/09/2019

Job purpose

Manage the provision of an authoritative and comprehensive advisory and executive service to the States Assembly's Panels and Committees, and a professional specialist secretariat service to a number of States appointed and Government bodies, including the Council of Ministers and Planning Committee. In doing so oversee delivery of a coherent and dynamic programme of complex policy, legislative, procedural and constitutional work.

Work with authority and the trust of States members, senior stakeholders and colleagues, and promote confidence in the operation of the Island's parliament, holding to the highest standards of integrity and professionalism.

Job specific outcomes

1. Line manage the States Assembly Committee and Panel team and Secretariat Specialist team, setting and monitoring team and individual objectives to encourage professional development and ensure delivery of an exceptional service to the States Assembly's Panels and Committees and other appointed bodies.
2. Manage a range of quality assurance processes to ensure the highly professional standard of all output including reports, minutes, scoping documents and other public facing/high impact work.

In addition to line management responsibilities, undertake the duties of a Committee & Panel Officer. These include:

3. Act as trusted expert advisor to allocated Assembly Committees and Panels, working very closely and effectively with Committee/Panel Chairs, to ensure they are fully informed and briefed on all relevant matters as they discharge their duties on behalf of and in the States Assembly. This includes on matters of States Assembly and Government of Jersey procedures, policy, legislation, work programming and communications.
4. Direct research and analysis of challenging legislative and policy material, and delivery of wholly reliable written and oral briefings to Chairs/Committees/Panels on a range of complex matters (such as above) to underpin informed political discourse and decision making by. In addition deliver draft propositions, reports, statements, speeches, law drafting instructions and States questions and answers amongst other output.
5. Astutely communicate the relevant decisions and views of Chairs/Committees/Panels to States Members, senior officials and a range of internal and external individuals and leaders of organisations to ensure they are accurately understood and acted upon within agreed processes.



6. Influence effective Committee and Panel work by managing the dynamic business of the Committees and Panels in a highly professional and efficient manner and in compliance with all statutory requirements. This includes routinely engaging and communicating authoritatively with Ministers, other States Members, senior officials, multiple stakeholders, and attending internal and external meetings and visits on behalf of or alongside Chairs/Committees/Panels.
7. Communicate regularly and proactively with other senior colleagues to promote constructive and collaborative working across the Assembly's Committees and Panels and with the Government. Work to solve difficulties arising and expedite decision making to uphold the timely and coherent delivery of relevant work programmes, using astute judgement as to when to necessarily, in exceptional cases, refer matters upwards.
8. Lead the development of, and manage, the public engagement and communications activity of the Chairs/Committees/Panels, to deliver on statutory obligations of Committees and Panels as well as the Assembly's strategic objectives of engagement, openness, accessibility and transparency.
9. Manage the budgets and supervise staff resources for the allocated Committees and Panels, ensuring value for money and compliance with organisational financial obligations and making sure all output is delivered on time, within budget and to the required high standards.
10. Lead and contribute to other 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

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Degree or equivalent experience in subject area that demonstrates strong research/report writing and analytical skills, as well as academic aptitude.</p> <p>Management/leadership qualification (e.g. external</p>	



	level 3 or above CMI accreditation or internal SoJ programme).	
Knowledge	<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>	
Technical / Work-based Skills	<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>	A working command of both spoken and written French as the States Assembly is a bi-lingual parliament.
General Skills/Attributes	<p>Outstanding influencing, diplomacy and communication skills.</p> <p>Capable of leading multiple tasks and processes.</p> <p>Politically astute.</p> <p>Team-builder and motivator.</p> <p>Excellent judgement, working well in a pressured environment on complex matters.</p>	
Experience	<p>Experience working in a government or parliamentary context.</p> <p>Management/leadership experience.</p>	Parliamentary committee orientated work.



Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

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.