



Job Title: Committee & Panel Officer

Department: States Greffe

Section: Committees and Panels

Reports to: Principal Committee and Panel Officer

JE Ref: SG117

Grade: CS11

JE Date: 14/01/2020

Job purpose

Provide an exceptional and comprehensive advisory and executive service to the States Assembly's Panels and Committees, delivering a coherent and dynamic programme of complex policy, legislative, procedural and constitutional work. In doing so, promote confidence in the operation of the Island's legislature (the States Assembly), holding to the highest standards of integrity and professionalism working at the heart of politics in Jersey.

Job specific outcomes

1. 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.
2. 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. In addition deliver draft propositions, reports, statements, speeches, law drafting instructions and States questions and answers amongst other output.
3. 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.
4. 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.
5. 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 autonomously 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.



6. 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.
7. Manage the budgets for individual Committees and Panels, ensuring value for money and compliance with organisational financial obligations.
8. Direct and supervise the day to day work of colleagues reporting to the post-holder in a supporting role to make sure all output is delivered on time, within budget and to the required high standards.
9. 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

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>Degree or equivalent experience in subject area that demonstrates strong research/report writing and analytical skills and academic aptitude.</p>	<p>Management/leadership qualification. Project management qualification.</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>Excellent understanding of policy and legislative issues facing the Island.</p>	<p>Understanding of the strategic, legislative and political frameworks of the States of Jersey and Government of Jersey.</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>Ability to understand, assimilate and advise on complex issues.</p> <p>Politically astute.</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>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>Strong influencing, diplomacy and communication skills.</p> <p>Capable of managing multiple tasks and processes.</p> <p>Ability to work independently with minimal supervision.</p> <p>Team-orientated: builder and worker.</p> <p>Excellent judgement, working well in a pressured environment on complex matters.</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>Proven track record of undertaking diverse research and analytical or policy/strategy work.</p> <p>Successfully managing specific areas of policy/strategy and/or project management and engagement with a range of stakeholders.</p>	<p>Experience working in a government or parliamentary context.</p> <p>Management/leadership position.</p>

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.