

Job Title: Company Secretary

Department: Treasury and Exchequer

Division: Revenue Jersey

Reports to: Head of Governance and Professional Standards

Je Ref: STE1049

Grade: CS12

JE Date:28/02/2023

Job purpose

Deliver an impartial, highly professional, and technical specialist secretariat service to Revenue Jersey. Fulfil a pivotal role in the system for the production and recording of official tax related decisions, and creation of all official decision summaries for authorisation by the relevant authority. In doing so, ensure that the official decision is unambiguous, technically coherent, compliant with relevant legislation and that matters relating to Revenue Jersey are correctly processed and expedited.

Job specific outcomes

1. Hold sole accountability for analysing and interpreting often complex, technical, sensitive, and confidential information to produce the impartial, accurate and legally robust official written record of summarised discussions and decisions made at Revenue Jersey meetings. This is critical to upholding the reputation and integrity of Revenue Jersey, as such records are liable to generate robust scrutiny.
2. Ensure compliance with Service Level Agreements and promote the efficient and effective functioning of the Committees and Boards serviced. In doing so provide authoritative and trusted expert advice and guidance as appropriate, on relevant procedural obligations to enable their proper functioning. In the highly statutory context the role functions within, service and advice provided underpins good governance and must therefore be exemplary and enhance the operations of Revenue Jersey.
3. Analyse and interpret often complex, technical and/or sensitive reports submitted by officials which are relevant to Revenue Jersey's Management Board and Committee structure.
4. Lead the day to day quality assurance and management of all decisions and reports ensuring they are procedurally correct, unambiguous and compliant with relevant governance arrangements and legislation. In doing so use astute judgement as to the appropriate referral of matters upwards and in influencing senior colleagues.
5. Regularly review Revenue Jersey's published documentation such as the Customer Charter. Ensure that other documentation and reports are reviewed and published in an appropriate and timely manner.
6. Ensure the timely and effective evolution of the wide-ranging documentation required for delivery, by the post-holder, of the critical output, ensuring impeccable accuracy, transparency, and efficiency to help uphold the reputation of Revenue Jersey.

7. Communicate effectively and proactively with other colleagues to promote constructive and collaborative working across Revenue Jersey, its' wider networks and Board and Committee structure and Treasury and Exchequer in addition to other external bodies.
8. Manage a dynamic, technically challenging day-to-day workload in a highly professional and efficient manner, completing all tasks to meet deadlines and ensuring compliance with all statutory requirements, to ensure effective service delivery and attainment of departmental and personal objectives. This must include proactively monitoring and implementing best practice in this specialist profession.
9. Lead and contribute to other wider departmental projects to deliver the wider strategic and business objectives of Revenue Jersey.

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.

Organisational structure



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 exemplary written English skills, assimilation of information and academic aptitude.</p> <p>Qualified or studying towards ICSA diploma or professional level or a relevant table 5 qualification. Either hold or currently studying towards a relevant professional qualification such as ICSA</p>	<p>Management/leadership 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>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>	
<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 legislative, organisational and governance issues quickly and accurately in stressful and pressured political situations.</p> <p>Clear, concise, accurate oral and written</p>	

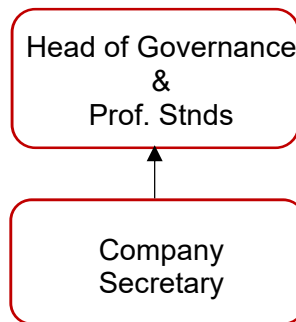
	communications in excellent English.	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong influencing, diplomacy, and communication skills.</p> <p>Politically astute.</p> <p>Proactive approach, able to work constructively and collaboratively with a range of people including those at senior levels.</p> <p>Capable of managing multiple tasks and processes.</p> <p>Excellent judgement, working well in a pressured environment on complex matters.</p> <p>IT skills, particularly with Microsoft Office applications.</p> <p>Organised; able to deal with multiple competing priorities and a high workload.</p> <p>Ability to work independently with minimal supervision, and as an effective team worker.</p> <p>Personal resilience to deal with challenging situations.</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>Undertaking complex analytical work with proven flexibility in comprehension and interpretation of changing and wide range of technical information.</p> <p>High level and technical minute taking experience.</p>	<p>Experience working in a government or parliamentary context.</p> <p>Effective team leadership/line management.</p>

	Experience of working effectively in a small team.	
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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 4 core accountabilities attributes and behaviour indicators.

Organisation chart



Date of evaluation

Post number

Post band