

Risk and Intelligence Specialist

Department: Treasury and Exchequer

Division: Revenue Jersey

Reports to: Manager - Operations

JE Reference: STE115

Grade: CS12

JE Date: 27/07/2021

Job purpose

Lead a team to investigate, manage and address risks to the revenue base through the use of innovative multiple approaches.

Take a lead role in addressing all forms of fraud and abuse affecting the revenue streams across the Government of Jersey to ensure that revenue is collected appropriately.

Job specific outcomes

1. Lead and manage a team to investigate, manage and address risk to the revenue base. Ensure that performance targets are set for the team, training and development opportunities are identified and met, and that the team members are supported in the delivery of their objectives.
2. Be responsible for maintaining an up-to-date register of risks to the revenue base, and ensure it reflects a changing compliance landscape as well as all that is learnt from each new response.
3. Identify individual taxpayers, businesses & companies where financial accounts should be subjected to an in-depth investigation, maintaining a flow of such cases to the team that will carry out these investigations.
4. Responsible for deploying and supporting a range of different interventions to address differing customer behaviours – from full-scale investigations, to broad spectrum campaigns affecting a large number of taxpayers who pose a similar risk.
5. Deliver one-to-many interventions to achieve the maximum impact for the minimum input where they will be effective.
6. Ensure that results from all compliance interventions can be tracked for reporting purposes, and to help develop our understanding of what works best.
7. Responsible for delivery of targets for the amounts of tax recovered or losses prevented, both within the risk team and through colleagues undertaking detailed casework.
8. Develop a greater understanding of what factors influence taxpayer behaviour, and use that knowledge to target different forms of intervention to address known or perceived risks.

9. Responsible for new interventions and take responsibility for testing ways that allow effectiveness to be measured robustly, and value for money compared.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

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

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

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 / suitable qualification in relevant subject for example Accounting, Finance, Taxation etc.</p> <p>ATT minimum relevant professional tax qualification.</p> <p>Management qualification at level 5 or above.</p>	<p>Qualification in Project Management.</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>The post holder will need to have a deep understanding of Jersey taxes and contributions, and the liabilities of all types of entities, from pension schemes to employers, companies to individuals.</p> <p>They should have (or be able to develop) deep knowledge and understanding of factors and opportunities which lead to tax liabilities being inappropriately reduce, avoided, or otherwise not paid.</p> <p>Knowledge of GDPR and Safe Data Handling processes.</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>Strong technical knowledge of the Jersey tax system.</p> <p>The job holder is required to be vetted to Security</p>	

	<p>Clearance (SC) level and may in due course require Developed Vetting (DV) and must be prepared to undertake that process.</p> <p>Numerical skills and the ability to work accurately with figures whilst under pressure.</p> <p>Strong analytical reasoning skills to understand problems or situations, and to understand and interpret data.</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>High level interpersonal skills with an ability to interpret complex information.</p> <p>Ability to build relationships at all levels, strong communication skills and ability to navigate and influence across the organisation as well as across external stakeholder groups.</p> <p>Be a driver for change.</p> <p>A pragmatic approach with the ability to develop innovative approaches to improve compliance.</p> <p>Demonstrable project management experience.</p> <p>A strong team player who can lead and motivate a team.</p> <p>Ability to innovate and think creatively.</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 in-depth investigation of financial records.</p> <p>Proven ability to influence challenge and persuade at a Senior level.</p> <p>Leadership experience including, performance management, professional advice and development, coaching and as an escalation point.</p> <p>Experience in data mining and handling large data sets.</p> <p>Demonstrable experience of leading/managing teams with responsibility for process improvement.</p>	
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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 5 core accountabilities attributes and behaviour indicators.