

Private Secretary

Department	Office of the Chief Executive
Division	Ministerial Offices
Reports to	Head of Ministerial Offices
Grade	12
JE Ref	300.086
Job purpose	

To work at the heart of government providing advice and guidance to Ministers and Assistant Ministers to support a coherent, effective and rapidly delivered programme of policies and projects, holding to the highest standards of probity and professionalism, and promoting confidence in the operation of government.

Job specific outcomes

To support Ministers and Assistant Ministers to discharge their duties effectively in the States Assembly, including preparing propositions, reports, statements, and answers to questions, supporting briefings, and responding to Scrutiny Panels and the Public Accounts Committee, and acting as expert advisor on States Assembly and Government of Jersey procedures.

Provide advice and guidance to Ministers and Assistant Ministers on the initiation and development of individual policies and projects, working closely with senior colleagues across government, to support a coherent, prioritised programme of government work.

Ensure the day-to-day business of the Minister and Assistant Minister is transacted in an efficient and timely manner, including responding to constituents and stakeholders, and attending internal and external meetings and visits.

Working closely with colleagues, including communications colleagues, in responding to political and public issues as they arise, supporting a culture of government responsiveness and transparency.

Actively contribute to the effective operations of Departments, joining senior management team discussions, and supporting and promoting collaborative working across Government, solving problems, expediting decision making, and supporting the timely and coherent delivery of the government's programme.

Ensure the Minister and Assistant Chief Minister is advised and briefed on all significant areas of work and topical issues in their areas of responsibility, and that the views of the Minister and Assistant Minister on these areas are conveyed to officials and acted upon within agreed processes.

Statutory responsibilities

The post holder's role includes supporting Ministers and Assistant Ministers to comply with their statutory duties under the States of Jersey Law and Standing Orders – mainly by way of developing, with the Head of the unit, processes and procedures. The post holder does not have any statutory responsibilities in their own right.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Degree level or equivalent	
Knowledge	A proven track record of working at senior levels in government, influencing and delivering for senior officials, politicians, and stakeholders Strong strategic and tactical awareness, a high level of political intelligence, and a strong grasp of policy issues facing the Island	
Technical / Work-based Skills	Strong analytical skills	Good digital skills
General Skills/Attributes	Strong strategic and tactical awareness, a high level of political intelligence, and a	

	<p>strong grasp of policy issues facing the Island</p> <p>Excellent influencing, negotiation and communications skills, being able to give trusted advice and counsel to Ministers, Assistant Ministers, and to operate at very senior levels in government</p> <p>An in-depth understanding of the strategic, legislative and political frameworks of the States of Jersey and ability to operate at the highest level within them.</p> <p>The ability to solve complex legislative, organisational and governance problems and apply solutions</p> <p>Excellent judgement, proven experience of working well under pressure, delivering solutions to complex problems in collaboration with colleagues</p>	
Experience	Proven record of working in a political, highly fluid environment.	

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.

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.

Decision Criteria to help assess the grading of a Private Secretary on a broad 10 – 12 grade band

The Private Secretary role is a link grade of 10 and 12. Those who are operating at grade 10 are considered an Assistant Private Secretary.

The following factors are all weighed together in assessing where a Private Secretary is on the grading band.

1. **Team around the Minister**, i.e. the extent to which the PS operates in a team of officials who provide significant support to the Minister, for example, policy or executive officers, or legal advisors, or whether the team around the minister are largely operational staff leaving the PS to be the main source of procedural and governance advice, increasing the extent of technical and policy knowledge the PS needs.
2. **Technical complexity**, i.e. the level of detail involved in a portfolio, and the experience and skills a PS needs to be able to understand the issues around a Ministers portfolio. In considering this, some ministerial portfolios are more mechanical, and some are highly subjective involving high levels of judgement.
3. **Breadth**, i.e. the extent of to which a PS engages across government and external parties. Some Minister's Private Secretaries work with a small group of officials, whereas others work with a large number across a range of subjects, both internal and external.
4. **Extent of management responsibilities**, i.e. the extent to which the PS is supported by administrative or research resource and the extent to which they must manage and develop that staff member.
5. **Experience of the Minister, the number of Assistant Ministers, and the prevailing political situation**: In so far as some Ministers are experienced and practised and need a lesser level of experience and guidance in their Private Secretary, some Ministers have a larger number of Assistant Ministers who need a high level of support, and some portfolios at different times are more topical, more prominent, or higher priority. The relationship between the Minister and the officers also has something of a bearing, as that may mean the PS has to exercise higher levels of interpersonal and communications skills.