

Supervisory Committee



Job Title: Committee Secretary (*Secrétaire du Comité*) of the Supervisory Committee / *Comité des Connétables*

Office: The Supervisory Committee (includes *Comité des Connétables* and *Comité des Chefs de Police* and other bodies)

Reports to: Chairman of *Comité des Connétables* / Supervisory Committee

Grade:

Job purpose: Provide an exceptional and comprehensive advisory and executive service to the Parish *Connétables* and Parishes, delivering a coherent and dynamic programme of complex policy, legislative, procedural and constitutional work. In doing so, promote confidence in the operation of the Parishes holding to the highest standards of integrity and professionalism working at the heart of Parish politics in Jersey.

Job specific outcomes:

1. Act as trusted expert advisor to the *Connétables* and Parishes working very closely and effectively with the *Comité/Committee/panel* Chairs, to ensure they are fully informed and briefed on all relevant matters as they discharge their duties on behalf of the Parishes and in the States Assembly. This includes on matters of States Assembly and legislative procedures, policy, work programming and communications.
2. Manage arrangements for the administration of meetings held by the Supervisory Committee, the *Comité des Connétables* (including sub-committees and panels) and the Rate Appeal Board and to act as principal liaison with any external providers.
3. Undertake research and analysis of challenging legislative and policy material, and deliver wholly reliable written and oral briefings to *Connétables/Parishes* on a range of complex matters (such as above) to underpin informed political discourse and decision making. In addition deliver agendas, minutes, draft propositions, reports, statements, speeches, law drafting instructions and States questions and answers amongst other output.
4. Effectively communicate the relevant decisions and views of the committees/panels to other stakeholders, senior officials of the Parishes and Government and a range of internal and external individuals and leaders of organisations to ensure they are accurately understood and acted upon within agreed processes.
5. Influence effective committee work by managing the dynamic business of the Committee/*Comité* and panels in a highly professional and efficient manner and in compliance with all statutory requirements. This includes routinely engaging and communicating authoritatively with States Members, senior officials within the Parishes and Government, multiple stakeholders including honorary officers/volunteers, and attending internal and external meetings and visits on behalf of or alongside Chairs/*Committee/Comité*.

6. Communicate regularly and proactively with other senior colleagues to promote constructive and collaborative working across the Parishes 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.
7. Act as ‘accounting officer’ and manage the accounts and budget for the Committee office, ensuring value for money and compliance with organisational financial obligations. Maintain appropriate accounting records and prepare draft accounts for audit. This includes c. £110,000 p.a. office budget and c. £300,000 or more annually for services provided jointly to all Parishes.
8. Lead and line-manage the administrative team, ensuring the delivery of a highly effective and proactive service to the various committees and groups supported, responding to their administrative needs so that those needs are met and supported in order for them to operate efficiently and to deliver all output on time, within budget and to the required high standards.
9. Manage the office environment and equipment of the Committee office having regard to Health and Safety requirements and business needs. Ensure that all users have facilities allowing them to operate highly effectively; that those facilities are functional at all times. Ensure that solutions are found to any technical or technological problems which arise and that such problems are dealt with promptly and efficiently.
10. Lead and contribute to other projects to deliver the wider strategic and business objectives of the twelve Parishes.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time, such as Public Records, Data Protection and Freedom of Information legislation.

As the role includes working with Parishes on public elections, the post-holder should not undertake political activity such as aligning themselves with any candidate (by proposing or seconding a nomination paper, wearing a candidate’s colours or canvassing for, or on behalf of, any candidate).

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
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Degree or equivalent experience in subject area that demonstrates strong research/report writing and analytical skills and academic aptitude.	Management/leadership qualification or experience. Project management qualification or experience.
Knowledge <i>This relates to the level and breadth of practical knowledge required to do the</i>	Excellent understanding of policy and legislative issues facing the Parishes and the Island.	Understanding of the strategic, legislative and political frameworks of the Parishes, the States of

<i>job (e.g. the understanding of a defined system, practice, method or procedure).</i>		Jersey and Government of Jersey.
Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i>	Ability to understand, assimilate and advise on complex issues. Politically astute. Clear, concise, accurate oral and written communications in excellent English.	
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>	Strong influencing, diplomacy and communication skills. Exercise confidentiality in all matters. Capable of managing multiple tasks and processes. Ability to work independently with minimal supervision. Team-orientated: builder and worker. Excellent judgement, working well in a pressured environment on complex matters.	
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>	Proven track record of undertaking diverse research and analytical or policy/strategy work. Successfully managing specific areas of policy/strategy and/or project management and engagement with a range of stakeholders.	Experience working in a Parish or government context. Management/leadership position.

**For further details, please contact the Supervisory Committee,
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