

Chief Secretary

Job Description

Job Summary

The Chief Secretary will be the lead advisor to the President and Members of a Committee. He/she will ensure that the Committee receives appropriate policy advice, is efficiently administered, and that policy decisions of the Committee are properly implemented within the financial and policy boundaries set by the States. This is an important and influential role at the heart of the new structure of government within the States of Guernsey.



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Relationships

The Chief Secretary will be responsible to the Chief Executive Officer through direct reporting to the Chief Operating Officer. He/she will liaise with the President and Members of the Committee, Senior Civil Servants, the media and external parties.

Main Duties and Responsibilities

Leadership and Strategic Direction

- Principal policy advisor to the President and Members of the Committee.
- Support and advise the Committee on all matters of Policy development within the mandate of the Committee.
- Ensure that at all times advice provided aligns with the overall Government strategic objectives and policy direction whilst at all times upholding the Civil Service Code of Conduct and the requirements of the law.
- Drive Public Service Reform, particularly by demonstrating a commitment to continuous improvement in service delivery and operational efficiency from a customer perspective, also by role modelling desired leadership behaviours and creating the culture and conditions which improve staff engagement and satisfaction.
- Lead the development of the Committee's policy and business planning ensuring that the Committee is able to align Committee policy development with States' strategic objectives.
- Ensure that the duties, responsibilities and delegated powers of officers and staff are effectively and appropriately discharged.
- Ensure services are provided within the States' policies and directives and in accordance with the financial and other resources allocated.
- Engendering effective partnership working across the States of Guernsey, statutory entities and relevant external bodies.

Performance Management

- Providing the Committee with an agreed schedule of Committee performance reports in line with States wide annual performance reporting requirements.
- Ensure Service Delivery Officers are held accountable for service outcomes and that they deliver effective programmes and services in accordance with Government's strategic aims and the Committee's policies.
- Promote a performance culture and continuous improvement across the organisation.

Resource Management

- Lead the Committee's financial planning and budgetary management systems.
- Ensure funds are properly managed, financial records are accurately kept and financial probity is maintained.
- Ensure officers manage effective delivery of the Committee's capital programme.

Corporate

- Generate, review and participate in the consideration and development of corporate policy.
- Work on specific corporate projects as agreed with the Chief Executive Officer and where required lead relevant officer level working groups.
- Participate in the co-ordinated management of the public service within the policy framework for Public Service Reform endorsed by the States in 2015, including the development of a unified public service.
- Implement corporate policies, procedures rules and directives
- Ensure appropriate standards of governance and risk management are implemented and maintained.
- Actively demonstrate flexible working beyond the mandate of the Committee to which the Chief Secretary is assigned to meet the objectives of the States Strategic Plan and the subsequent identified outcomes of the Policy & Resources Plan; or as otherwise reasonably required throughout employment as a Chief Secretary. This includes potential reassignments (as initiated by the Chief Executive Officer) within the senior leadership structure of the States of Guernsey.

Key Criteria

Essential

1. Extensive experience and a proven track record in the public sector environment at a senior level, including substantial experience of departmental management and leadership in a large public sector organisation. Alternatively to have a strong track record of leadership and management in a large organisation and to demonstrate the capability to lead and manage policy teams.
2. The ability to operate effectively and credibly within the public sector also with local business partners and with other Bailiwick governments.
3. Significant knowledge and understanding of the process of government including interaction between politicians and officials.
4. Significant experience of the policy making process in government and of the organisational culture.
5. Proven understanding and appreciation of the system of government within the States of Guernsey.
6. Excellent organisational and people management skills.
7. Excellent communication and influencing skills.

Qualifications

Essential

- Educated to at least Degree level

Desirable

- Chartered Institute of Management (Level 7) Diploma or equivalent qualification

In line with the States of Guernsey Competency Framework, candidates must be able to demonstrate all the Level 6 Key Competencies in Leadership, Teamwork and Accountability.

Security Clearance

Candidates will need to undergo an Enhanced Police Disclosure

