

## Chief Executive Officer (Interim)

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### Job purpose

The Government of Jersey is looking for an interim appointment to the Chief Executive and Head of Public Service for a period of 6 to 12 months pending recruitment to the permanent role.

The role is accountable to the Chief Minister

The role is:

- the Chief Executive Officer to the Council of Ministers
- the principal adviser to the States Employment Board
- chair of the Executive Leadership Team comprising of Directors General and senior officers from Non-Ministerial Departments
- Chief Executive of the Island's Public Service
- Principle Accounting Officer

The role is required to provide information and evidence to the Scrutiny Committees of the States of Jersey, the Public Accounts Committee and the Comptroller and Auditor General.

### Priorities

**As an interim role, this position is expected to maintain the current direction of travel, whilst identifying opportunities for improvement. The individual will be required to prepare the organisation for the arrival of a new chief executive once appointed. The following are key priorities for the Chief Minister:**

**Leadership:** to provide leadership to the public service and continuity of the One Government initiative. This includes leadership in delivering the essential culture of public service and public services reform.

**People Management:** chair, lead and direct the Executive Leadership Team; to ensure the line management of Directors General and the Office of the Chief Executive (OCE) to drive accountability and delivery.

**Financial Management:** lead the rebalancing of public finances, in particular, ensure that £20m of identified efficiencies are delivered, as well as c.£14m of previously unrealised efficiencies are delivered in 2021; and identify at least £20m of further sustainable efficiencies for delivery in 2022.

**Governance:** Promote and uphold good governance within the public service including ensuring oversight and compliance of Accounting Officers.

**Major Programmes:** Set direction and ensure the delivery of the following major programmes of work, including the interface with the relevant political groups:

- **Government Plan:** delivery against the priorities of the Council of ministers and the development of the next Government Plan.
- **Office Strategy:** continued development of the strategy for a One Government HQ, including the rationalisation of office space (both owned and leased) to deliver savings in overall accommodation. This will also lead into the wider Estate Strategy, with wholesale approach to the estates owned by the States of Jersey for commercial, development and disposal as required.
- **Our Hospital:** continued development of the strategy for a new-build hospital on a site agreed by the States Assembly to the desired timetable and budgets allocated and mobilisation to design and build phases.
- **Jersey Care Model:** continue the development and implementation of the new model for care across Jersey, ensuring that community providers are properly involved throughout.
- **Fort Regent Regeneration:** continue the development of plans to regenerate the Fort Regent site.
- **Technology transformation:** ensure the delivery of the benefits of the technology transformation programme across the Government estate.
- **Workforce Reform:** establish and deliver a strategy for workforce reform through the Total Reward Programme, Team Jersey and continued implementation of the One Government principles. Promoting 'social value' and enabling islanders back to work.
- **Covid-19 Response:** Lead the development of the Government's continued response to Covid-19 including advice to the Competent Authorities (Ministerial Group) and the Emergencies Council to anticipate and respond to the changing demands of Covid-19 within the Island.
- **Economic Recovery:** Lead and develop an economic recovery plan for the Island, working with key industries to deliver a short-term response post-Covid and post-Brexit and a medium- to -longer-term strategy for economic growth and rebalancing the economy.
- **Post-Brexit:** lead and deliver plans for post-Brexit resilience.

### Statutory responsibilities

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

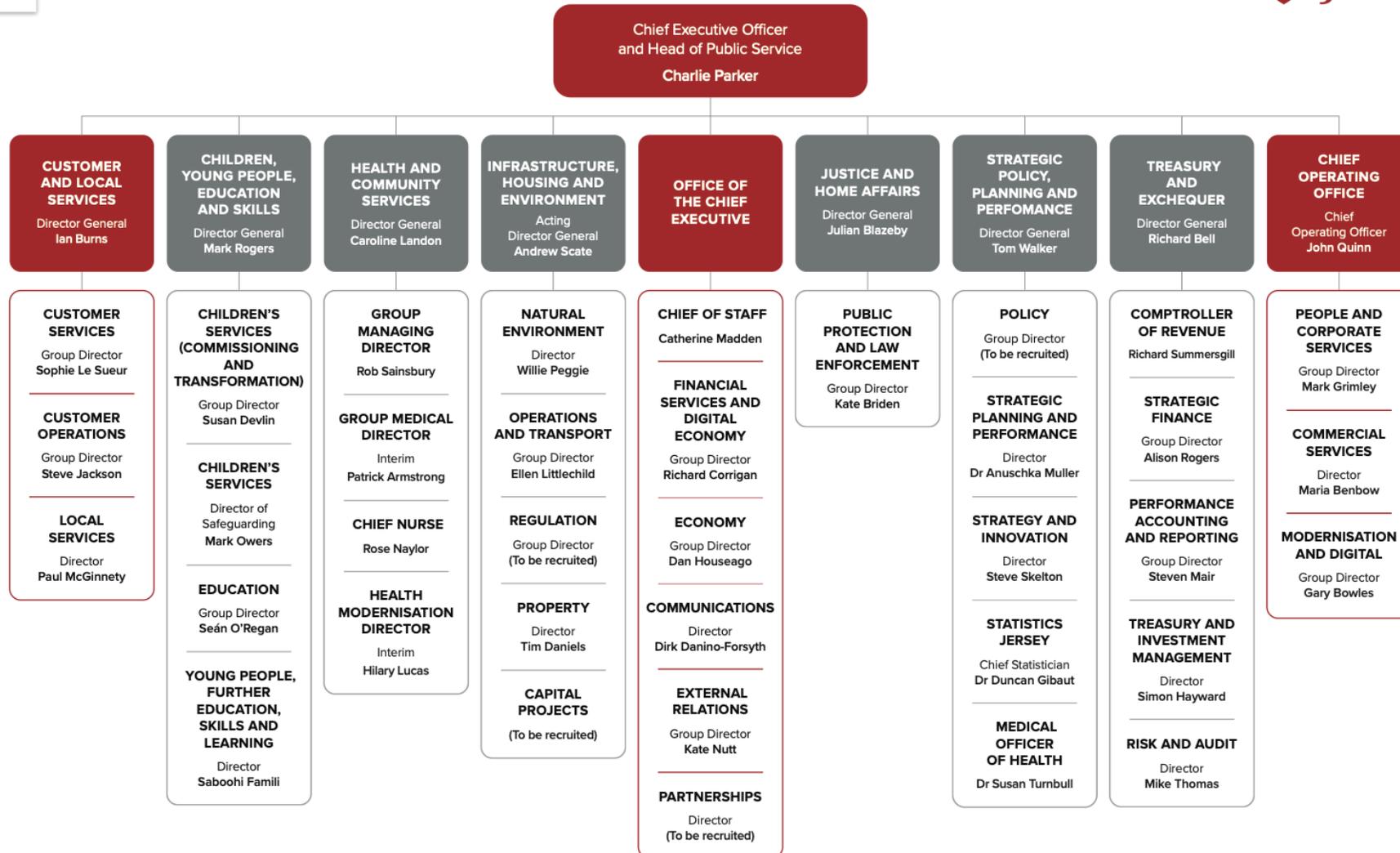
Chief Executive Officer and Head of Public Service as determined by the Employment of States of Jersey Employees (Jersey) Law 2005.

Where employed directly, to be the Principle Accounting Officer as determined by the Public Finances (Jersey) Law 2019.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Assembly or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

## Organisational structure





## One Government Structure

Please note: The Group Directors and Directors in each department are not listed in any hierarchical order, as they are all equal members of their respective leadership teams.

<b>Core leadership accountabilities</b>	
Ministerial relationships	Provide guidance and support to Ministers, translating their political visions and priorities into coherent initiatives that will deliver their intended outcomes
Finance and performance	Be responsible for significant delegated budget and resources ensuring that they are allocated effectively for the delivery of intended outcomes in a manner which demonstrates values for money and compliance with relevant policies and guidelines
Corporate parent	Be responsible for providing the best possible care and safeguarding of children and vulnerable adults in the Island, by creating collaborative, efficient, and joined up public services where children and vulnerable adults can flourish in a healthy, safe educational and social environment.
Customers and Islanders	Ensure that there is a clear and consistent focus across the organisation and its partners on delivering inclusive and an outstanding customer service experience to all customer and Islanders
People management	Provide strong and inspirational leadership, promoting a culture of high performance, continuous improvement and innovation. Be responsible for optimising workforce capability, ensuring fair and transparent approaches to support talent management and resourcing decisions that promotes diversity and inclusivity. Develop workforce plans that deliver the capability and capacity required to meet current and future business requirements
Jersey Standard	To be responsible for creating the Jersey Standard. A performance and service excellence framework for the Government of Jersey
Partnership	Develop effective internal and external partnerships and collaborative working to achieve the strategic vision of One Island, One Community, One Government, One Future. Act as a positive ambassador for the Island and the Government of Jersey.
Governance, compliance and organisational reputation	Provide assurance that strategic decisions are being made in accordance with governance arrangements, relevant legislation with particular reference to Jersey Laws, statutory requirements and policy and operate within an acceptable level of risk. Lead by example and behave in accordance with the code of conduct, carrying out duties within profession good practice and legal standards.

Executive traits and behaviours	
Make the right impact	Inspires others, is visible, adaptive, authentic and engenders trust
See things through	Demonstrates courage, takes responsibility, is resilient and tenacious
Move at pace	Learns quickly, is curious, agile and innovative
Makes things happen	Thinks strategically, acts tactically, creates social value through commercial approach

Creating conditions for success	
Builds powerful relationships	Achieves through influence not control, promotes teamwork and partnership
Builds and sustains effective alliances	Forges dynamic alliances with others to provide world class services
Creates capability	Successfully leads team, realises potential, creating a learning environment where talent thrives
Creates a successful team Jersey culture	Works corporately to create cohesion, breaks down silos and achieves through common goals
Generates ambition	Sets the highest performance and ethical standards, hold people to account
Delivers transformation	Articulates a clear vision, wins hearts and minds and takes balanced risks

## Person Specification

### Specific to the role

- Extensive experience of leading the c-suite of a large, complex organisation with demonstrable delivery of tangible results
- Experience of driving progress across a varied portfolio of responsibilities, driving accountability and delivery throughout a large organisation
- Experience of leading and motivating an executive leadership team
- Experience of leading large capital programmes
- An understanding of the gravitas required in handling the unique Jersey ecosystem and the scrutiny that comes with it, on a small Island
- An understanding of the challenges involved in leading public and regulated services within a political environment
- An understanding of the international context within which Jersey is placed and the strategic implications for the government of Jersey
- Ability to communicate, engage and connect to a wide audience, particularly within the Jersey context
- Ability to focus over a short period of time to maintain and enhance existing programmes of work
- Ability to effect sustainable change in a short period of time.

## Generic to senior leaders

Demonstrate significant experience of working in a senior role in a political environment and evidence of the ability to challenge and negotiate with a wide range of stakeholders.

Demonstrate knowledge and understanding of the challenges that the Government of Jersey faces, matched with an understanding of the policy and governance requirements for the department accountabilities within the role.

Demonstrate a proactive, credible and authoritative voice on behalf of the Island with evidence of successful lobbying of senior government figures and counterparts, and other influential stakeholders.

Ability to build and develop strategic relationships, influencing and negotiating with a wide range of stakeholders and partners to achieve outcomes.

Demonstrable track record of leading, motivating and managing teams to achieve high-performing and significant sustainable service improvements and outstanding results, within agreed budgets to meet agreed targets and strategic objectives, within an organisation of a comparable scope and complexity.

Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within an inclusive, open and high-performing environment.

Demonstrable evidence of applying creative and business-like approaches to managing demand for services to deliver cost-effective and efficient outcomes.

Demonstrate the capability and capacity for critical thinking and ability to apply this insight in a practical and engaging manner.

Qualified to degree level or equivalent qualification or relevant experience.