

Job Profile

Job Title	Strategic Advisor – Organisational Standards
Department	Chief Executive Office
Grade and salary	EGII
Job reference:	Q4/21

Main purpose of role

The States of Alderney governs the Island of Alderney and has wide ranging responsibilities to its community and as such have robust organisational and operational processes and management.

The job requires working at a strategic and operational level to enhance Alderney's reputation both internally and externally and ensure service planning and performance are fit for purpose and future.

The key objective of the Island Planning process to which this post will contribute, will be set by the Chief Executive and vary from time to time. Initially the objective is to contribute to the following organisational goals:

1. Organisational Standards
2. Service Planning and Performance improvement

The Strategic Advisor will assist the Senior Management Team and work alongside and give guidance and assistance to Managers and Team Leaders. The role will also, where required, support the elected politicians in the achievement of Alderney's priorities and leading and developing various initiatives to support the future prosperity of the Island.

A key necessity will also be to collate and analyse information through the production of business analysis reports, project management and business case work. This analysis may be derived from commissioned work, work carried out by other government bodies, or data obtained locally.

Relationships

The postholder will report to and be line managed by the Chief Executive and work closely with Senior Management Team and Managers. In carrying out the role, they will also have regular contact with other officers of the States of Alderney, the Policy & Finance Committee, General Services Committee, Building and Development Control Committee and sub-committee Economic Development, as well as other States bodies and where appropriate colleagues in the States of Guernsey.

Main Duties, accountabilities and responsibilities

- To be up to date and promote wider understanding and interest in the work and objectives of the States of Alderney's Strategic Plans.
- To develop and implement organisation standards with key stakeholders.
- To develop and implement Service Planning and Performance with Managers and Team Leaders.

- To develop and monitor strategies and policies which will encourage continuous improvement of standards, planning and operational performance.
- Providing advice and information to officers, the Policy & Finance Committee, Policy & Finance Committee, General Services Committee, Building and Development Control Committee and sub-committee Economic Development, as well as other States bodies and the public on a range of policy issues.

Key Criteria:

Essential

- A comprehensive understanding of working within the framework of government policies.
- Strong management skills, demonstrating the ability to lead proactively, develop and implement plans and strategies to achieve agreed objectives.
- Excellent planning and organisational skills, requiring interpretive and constructive thinking to respond rapidly and decisively to situations
- Highly motivated and capable of working on own initiative and ability to work under pressure.
- Strong written and verbal communication skills, with demonstrable experience of analysis, and report writing, to various audiences.
- Excellent interpersonal skills, team skills and business relationship skills with the ability to gain and maintain the confidence of a wide range of people in both the public and private sectors.
- Very good IT skills with the ability to analyse reports and statistical information and present clear findings and recommendations.
- Proven experience of service development activities and coordinating meetings ensuring appropriate action plans are developed and monitored.
- Ability to maintain strict confidentiality and deal sensitively with a wide variety of matters in a calm and efficient manner.
- Strong Risk Management awareness.

Desirable

- Ability to understand technical standards that apply to services responsible for the infrastructure of the Island

Candidates should include supporting information to demonstrate how they meet the key criteria for the role. This should be in addition to any CV supplied and should have clear examples of how each is met. The key criteria can be found within the job description which is available by

Employment Details:

Employment Term - A six month contract

Hours - Negotiable. Up to 20 hours a week basic over Monday to Friday each week.

Grade - The post is graded at Civil Service salary scale EGII, which equates to £38,103 to £40,792 per annum based on 36hrs per week Placement on the scale will be dependent on relevant experience.

Pension Scheme - Due to the temporary nature of this post the Pension Scheme is not applicable.

Leave entitlement - Due to the temporary nature of this post there will be no entitlement to

paid leave.

Appointment to this role will be subject to the following pre-employment checks which will be completed following an offer of employment:

- Satisfactory references which must include one from the candidate's current line manager (if applicable)
- Satisfactory Basic Police Check.
- Confirmation of required qualifications / registrations

Should the successful applicant not meet the requirements sufficiently he/she may be appointed at a lower grade than stated. The successful applicant would then have the opportunity to progress to the grade advertised once the necessary skills and knowledge have been developed and they have demonstrated the ability to undertake the duties at the higher level.

The successful candidate will be subject to the Civil Service confidentiality policy, namely they will not either directly or indirectly, divulge to any person, except when lawfully authorised or directed so to do by a senior officer, any confidential information which may be acquired by virtue of your employment or which may come into your knowledge through the performance of your duties anywhere within the States of Alderney.

All employees are expected to uphold the purpose, vision and values of states of Alderney, in particular, to exhibit behaviours that reflect the core values of teamwork, accountability, customer service and empowerment.

Closing Date for Applications: Noon, Friday 5th November

Chief Executive Office
States of Alderney
PO Box 1001
Alderney
GY9 3AA
recruitment@alderney.gov.gg

Competencies

Leadership:

- Understand the bigger picture; the strategy and priorities of the organisation so that plans and activities of own service or function can reflect these;
- Continuous improvement. Being open to change, smarter working. Give constructive challenge at any officer level proposals which will affect own business area;
- Being objective and using your experience and knowledge to provide expert and professional advice.

Teamwork:

- Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work;
- Being prepared to lead and communicating with clarity, conviction and enthusiasm. Supporting fairness of opportunity;
- Creating and maintaining positive, professional and trusting working relationships, varying audiences. Requires working collaboratively and sharing information;
- Seek constructive outcomes in discussions, challenge assumptions and remain willing to compromise when it is beneficial to progress;

- Being open to learning, keeping your knowledge and skills up to date and evolving;
- Make difficult decisions by pragmatically weighing the complexities involved against the need to act;

Accountability:

- About having a commercial, financial and sustainable mindset. To ensure all activities and services are delivering added value and working to stimulate economic growth;
- Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. It means seeking out and implementing solutions which achieve the best mix of quality and effectiveness for the least financial outlay;
- Work effectively with different organisations such as private sector and voluntary groups (in tandem with commercial experts) to commission and source solutions to achieve policy and organisational goals;
- Clarify work priorities, roles and responsibilities and secure individual and team ownership;
- Effectiveness in this area is about managing your time and being organised so you can deliver service objectives and improve the quality of service, taking account of the needs of Guernsey's wide range of customer needs and requirements;
- Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility for quality outcomes.

Core Values

The Civil Service Code is part of the contractual relationship between Civil Servants and the employer; States of Alderney. It lays down the high standards of behaviour expected of Civil Servants.

Act as a role model for the States values in accordance with our values statement

- **Integrity** is about putting the public good above your own personal interests in whatever you do as a civil servant.
- **Honesty** involves being truthful and transparent.
- **Objectivity** means that you base your advice and decisions on rigorous analysis of the evidence.
- **Impartiality** requires you to act solely according to the merits of the case and without bias. In a politically impartial Civil Service, you must not let your own political views influence your work.

Principles & Conduct

Civil Servants are required to abide by the **Conduct Directive**;

1. **Civil Service Code**; which sets out the standards of behaviour expected of Civil Servants and the duties that Civil Servants owe to States Members, the public and other organisations the Civil Service works with and its many customers.
2. **Secrecy**
3. **Expression of Opinion**
4. **Issue of Unauthorised Information**
5. **Disclosure of Malpractice**
6. **Radio and Television**
7. **Private Work and Interests**