

**WRITTEN QUESTION TO THE CHIEF MINISTER  
BY DEPUTY G.P. SOUTHERN OF ST. HELIER  
ANSWER TO BE TABLED ON TUESDAY 30th JUNE 2009**

**Question**

Would the Chief Minister give precise details a) of the procedure followed in the recruitment of the new Deputy Chief Executive and b) of his job description?

**Answer**

- a) The States, when setting the 2009 Business Plan, specifically provided additional resources to allow the recruitment of the Deputy Chief Executive, in order to bring together the Resources functions and to lead on change and efficiency across the public sector. The recruitment exercise then followed the process agreed under the aegis of the Appointment Commission. It was agreed that provided the suitable candidate fully met the job criteria the role should be filled by a local candidate with the appropriate knowledge and experience of the workings of the States of Jersey. In the first instance it was agreed that the job should be offered to internal candidates and only if no one of sufficient ability applied would it be advertised externally in Jersey and the UK. In the event there was a good choice of internal candidates who completed a number of assessed tasks and who were interviewed by a panel comprising, the Chief Minister, the Treasury and Resources Minister, the Chief Executive, the Chairman of the Appointments Commission, and an external adviser. I am pleased to report that John Richardson met the required standard and was considered to be the best candidate in the process.
- b) The job description is attached.

## JOB DESCRIPTION

**DEPARTMENT:** Chief Minister's Department

**JOB TITLE:** Deputy Chief Executive/Chief Officer – Resources

**REPORTS TO:** Chief Executive

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### **1. JOB PURPOSE**

To deputise, across the full range of his functions, for the Chief Executive as the provider of first line advice to the Chief Minister, ensuring that any such advice has been properly researched, is robust, and is in line with the States' overall strategic aims.

To provide strategic leadership to the Resource functions of the States of Jersey, comprising the Human Resources Department, Information Services Department including Customer Services, Property Holdings and Procurement and the JDE function, ensuring that the work of the Resources functions is focussed on, and supports the work of, the States of Jersey.

To work across the States, with the CMB, to devise and lead OD programmes to maximise efficiency and effectiveness.

### **2. PRINCIPAL ACCOUNTABILITIES**

1. To support the Chief Executive in driving forward the corporate management agenda and the work of the Corporate Management Board. To deputise for the Chief Executive across the full range of his activities, and in his absence provide clear leadership to all Executive States Departments, and for specific delegated functions.
2. To bring together the corporate resource functions of HR, Property, Information Services, Procurement and the JDE function, to create a high performing Resources Directorate which provides high quality, efficient services to Departments. The allocation of JDE functions and resources between CMD and Treasury will be led by the DCE and agreed with the Chief Executive and Treasurer.
3. To provide strong leadership and direction to the Resources Directorate, supporting the professional Heads to ensure that the individual functions work in unison to drive forward the collective and corporate agendas. To ensure that proper processes are in place to review individual and departmental performance, objective setting and accountability for performance. To ensure that budget management processes are in place, aligning resource allocation with the finance available, savings or overspends are identified and appropriate action instigated.
4. To ensure that proper processes are in place to review and continuously improve individual and departmental performance, objective setting and accountability for performance.
5. To take the lead on driving organisational development and improvement to increase the efficiency and effectiveness of services across the States of Jersey, implementing systems to monitor the progress and effectiveness of any changes.
6. To take responsibility for specific, high profile, corporate initiatives as determined from time to time.

7. To utilise the resource function, including the JDE system and the development team, to ensure that there is an enterprise wide system designed to support Departments and maximise efficiency.
8. To work as a member of the Corporate Management Board under the authority and direction of the Chief Executive to the Council of Ministers. To act at all times to secure the best interests of the States and their services on behalf of the public.

**3. DIMENSIONS**

(2008 data)

	<b>Financial</b>	<b>Staffing FTE</b>
Human Resources	£4,255,300	55.00
ISD	£3,332,600	70.40
Customer Services	£244,400	11.7
Procurement	£318,000	5.00
Property Holdings	£3,140,500	52.75
JDE	(total sum to be agreed)	

**Capital:**

ISD Department	2008 - 2012	£18,000,000
Property Holdings	2008 – 2012	£29,622,00

**4. KNOWLEDGE AND SKILLS**

- Educated to degree level with a Postgraduate management qualification
- Substantial senior management experience of at least 10 years at a policy formulation level in a multi-disciplinary environment.
- Knowledge and understanding of the States of Jersey and substantial experience of working in a political environment
- Proven ability to drive performance in a multi-disciplinary team
- Strong analytical skills and proven project management ability.
- Significant negotiating, persuading and influencing skills
- Proven ability to lead, motivate and develop teams during periods of change

