

**WRITTEN QUESTION TO THE MINISTER FOR ECONOMIC DEVELOPMENT
BY DEPUTY M.R. HIGGINS OF ST. HELIER
ANSWER TO BE TABLED ON TUESDAY 1st FEBRUARY 2011**

Question

- (1) Following the Minister's undertaking to provide the Assembly with full details of all appointments made at Jersey Airport over the last four years would he provide the following information (which may be presented in a tabular form) –
- (i) vacancy/Position filled (Job Title);
 - (ii) grade of position;
 - (iii) date(s) advertised and where advertised;
 - (iv) number of people who applied and were interviewed, stating whether they were internal or external candidates;
 - (v) whether internal or external candidate appointed;
 - (vi) whether references were taken before employment commenced?
- (2) Will the Minister provide the Assembly with full details of all appointments made at Jersey Harbours over the last four years in relation to the following –
- (i) Vacancy/Position filled (Job Title);
 - (ii) grade of position;
 - (iii) date(s) advertised and where advertised;
 - (iv) number of people who applied and were interviewed, stating whether they were internal or external candidates;
 - (v) whether internal or external candidate appointed;
 - (vi) whether references were taken before employment commenced?

Answer

Please refer to the attached sheet for responses relating to questions (i), (ii), (iii), (v) and (vi)

- (iv) States HR no longer has this information as all applications held on file are discarded one year after the recruitment process.

| Year Appointed | Post Advertised | Grade | Approx Date advertised | How many appointed | Advert Internal to Sates of Jersey | Locally advert JEP | Advert nationally | Appointment made within Civil Service or own pay groups Terms and Conditions Practice and Procedure applied Including Interview | Comment if not appointed with in T&Cs | Internal or external appointment |
|----------------|---------------------------------|-------|------------------------|--------------------|------------------------------------|--------------------|-------------------|---|---------------------------------------|----------------------------------|
| 2007 | General Hand | MW04 | 01.02.07 | 1 | Yes | Yes | No | Yes, Manual Worker | | External |
| | Airport Operations Director | A | 01.12.06 | 1 | No | No | Yes | Yes | | External |
| | Vehicle and Systems Engineer | MW08 | 08.02.07 | 1 | Yes | Yes | No | Yes, Manual Worker | | External |
| | Engineering Maintenance Manager | CS10 | 19.04.07 | 1 | Yes | No | No | Yes | | Internal |
| | Fire Fighter | AFF | 30.05.07 and 04.09.07 | 7 | Yes | Yes | No | Yes, Airport Fire Fighter | | External |
| | HR Officer | CS09 | 01.05.07 | 1 | Yes | Yes | No | Yes | | External |
| | Operations Manager | CS12 | 09.11.07 | 1 | Yes | No | No | Yes | | External |
| | Operations Officer | CS07 | 19.07.07 | 7 | Yes | Yes | No | Yes | | 6 Internal 1 External |
| | ATC Watch Manager | ATC1 | 04.09.07 | 1 | Yes | No | No | Yes | | Internal |

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|----------------|--------------------------------------|-------|------------------------|--------------------|------------------------------------|--------------------|-------------------|---|---------------------------------------|----------|
| | Electrical Technician | AIRE | 04.12.07 | 1 | Yes | Yes | No | Yes, Airport Electrician | | External |
| | Trainee Air Traffic Control Officer | ATCT | 10.10.07 | 0 | Yes | Yes | Yes | Yes | | External |
| 2008 | Section Manager Coms | CS11 | 02.02.08 | 1 | Yes | No | No | Yes | | Internal |
| | Credit Control Officer | CS05 | 25.10.07 | 1 | Yes | Yes | No | Yes | | External |
| | ATC Procedures and Project Mgr | CS11 | 26.10.07 | 1 | Yes | No | No | Yes | | Internal |
| | Manager Air Traffic Engineering | CS14 | 26.11.07 | 1 | Yes | No | No | Yes | | Internal |
| | Marketing and Communications Manager | CS10 | 04.09.08 | 1 | Yes | Yes | No | Yes | | Internal |

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|----------------|---------------------------|-------|------------------------|--------------------|------------------------------------|--------------------|-------------------|---|---------------------------------------|--------------------------|
| | Air Traffic Controller | ATC2 | 22.5.08 | 1 | Yes | Yes | Yes | Yes | | External |
| | Maintenance Engineer | MW08 | 31.04.07 | 1 | Yes | Yes | No | Yes, Manual Worker | | Internal |
| | Customer Services Agent | MW03 | 20.03.08 09.10.08 | 2 | Yes | Yes | No | Yes, Manual Worker | | 1 External 1 Internal |
| | Human Resources Assistant | CS06 | 01.03.08 | 1 | Yes | Yes | No | Yes | | Internal |
| | Fire Fighter | AFF | 14.04.08 | 2 | Yes | Yes | No | Yes, Airport Fire | | External |
| | Air Traffic Controller | ATC2 | 30.04.08 | 4 | Yes | Yes | Yes | Yes | | External |
| | Human Resources Officer | CS09 | 05.07.08 | 1 | Yes | No | No | Yes | | Internal |
| | Operations Officer | CS07 | 01.07.08 | 1 | Yes | Yes | No | Yes | | Internal |
| | Customer Services Agent | MW03 | 25.09.09 | 3 | Yes | Yes | No | Yes, Manual Worker | | External |
| | PA to APD | CS07 | 18.08.09 | 1 | Yes | Yes | No | Yes | | Internal |

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| | Electronics Engineering Assistant | CS07 | 01.10.08 | 1 | Yes | Yes | No | Yes | | External |
| 2009 | Senior Systems Watch Mangers | CS13 | 01.12.08 | 2 | Yes | No | No | Yes | | Internal |
| | Management Accountant | CS11 | 10.10.08 | 1 | Yes | Yes | No | Yes | | Internal |
| | Document Control Officer | CS07 | 14.11.08 | 1 | Yes | No | No | Yes | | Internal |
| | Information and Postal Services Clerk | CS06 | 05.02.09 | 1 | Yes | Yes | No | Yes | | External |
| | Watch Manager | ASUO | 03.01.09 | 1 | Yes | Yes | No | Yes | | Internal |
| | Station Manager | ASTO | 02.04.09 | 1 | Yes | No | No | Yes, Airport Fire | | Internal |
| | Customer Services Agent | MW03 | 19.02.09 | 1 | Yes | Yes | No | Yes, Manual Worker | | External |

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| | Relief Customer Services Agent | MW03 | 19.02.09 | 5 | Yes | Yes | No | Yes, Manual Worker | | External |
| | Airfield technician | MW06 | 26.02.09 | 1 | Yes | Yes | No | Yes, Manual Worker | | Internal |
| | Crew Manager | ALFF | 01.07.09 | 1 | Yes | No | No | Yes, Airport Fire | | Internal |
| | Watch Manager | ASUO | 01.07.09 | 1 | Yes | No | No | Yes, Airport Fire | | Internal |
| | Strategic Change Manager | CS11 | None | 1 | No | No | No | No | Internal secondment position, no interview held | Internal |
| | Secretary | CS06 | 21.05.09 | 1 | Yes | Yes | No | Yes | | External |
| | Fire Fighter | AFF | 28.05.09 | 4 | Yes | Yes | No | Yes, Airport Fire | | External |
| | Operations Officer | CS07 | 03.08.09 | 1 | Yes | No | No | Yes | | Internal |
| | Trainee ATCO | ATCT | 01.03.09 | 3 | Yes | Yes | No | Yes | | External |

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| 2010 | Administrator ATC | CS07 | 03.08.09 | 1 | Yes | No | No | Yes | | Internal |
| | Watch Manager | ASUO | 06.11.09 | 1 | Yes | No | No | Yes | | Internal |
| | Marketing Communication Officer | CS06 | 12.11.09 | 1 | Yes | Yes | No | Yes | | External |
| | Building Infrastructure Manager | CS10 | 15.10.09 | 1 | Yes | Yes | No | Yes | | External |
| | Strategic Planning Manager | CS12 | 16.12.08 | 1 | Yes | No | No | Yes, interviews not held as nobody suitable applied | External contractor made permanent employee following a unsuccessful internal recruitment, No interview held. | External |

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| | Cleaner ATC | MW01 | 07.01.10 | 1 | Yes | Yes | No | Yes, Manual Worker | | Internal |
| | Secretary and HR Administrator | CS06 | 02.01.10 | 1 | Yes | Yes | No | Yes, interviews held nobody successful | Ex-employee employed on a 1 year temp contract, No interview held. | External |
| | Watch Managers | ASUO | 25.03.10 | 2 | Yes | No | No | Yes, Airport Fire | | Internal |
| | Crew Managers | ALFF | 25.03.10 | 2 | Yes | No | No | Yes, Airport Fire | | Internal |
| | Station Manager | ASTO | 25.03.10 | 2 | Yes | No | No | Yes, Airport Fire | | Internal |
| | Trainee ATCO | ATCT | 07.04.09 | 1 | Yes | Yes | No | Yes | | External |
| | Fire Fighter | AFF | 29.07.10 | 3 | Yes | Yes | No | Yes, Airport Fire | | External |
| | Temp Trainee ATCO | ATCT | 18.08.10 | 3 | Yes | Yes | No | Yes | | External |

Please Note that these appointments do not include seasonals, zero hour or temporary acting up positions which have all been made within terms and Conditions.

Please note that all contracts are subject to reference and security clearance.

Appointments made at Jersey Harbours since January 2007 – January 2011

| Appointment | Grade | Date Advertised - JEP | Date Advertised Other | Date of Internal Advert | No of Applications | No of internal Applications | No Interviewed | No of Internal Interviewees | Internal Candidate Appointed |
|----------------------------------|--------|-----------------------|-----------------------|-------------------------|--------------------------------------|-----------------------------|----------------|-----------------------------|------------------------------|
| Registrations Officer | CS06 | NA | NA | 12/04/2007 | 3 | 2 | 1 | 0 | Yes |
| Trainee Business Support Analyst | CS08 | NA | NA | 05/04/2007 | 2 | 2 | 2 | 2 | Yes |
| Marina Attendant | MW05MJ | 01/03/2007 | NA | NA | 14 | 0 | 3 | 0 | No |
| Commercial Director | CS15 | 01/01/2007 | UK - Jan 07 | NA | RECRUTIMENT CARRIED OUT BY UK AGENCY | | | | |
| Business Development Executive | CS08 | NA | NA | 15/08/2008 | 1 | 1 | 1 | 1 | Yes |
| Marine Leisure Administration | CS05 | 08/11/2007 | NA | NA | 12 | 0 | 2 | 0 | No |
| Marine Leisure Agents - Seasonal | MW05 | 29/02/2008 | NA | NA | 9 | 0 | 4 | 1 | No |
| Lifeguards - Seasonal | MW05 | 17/03/2008 | Australia - Jan 08 | NA | 28 | 0 | 18 | 15 | No |
| Pilot | CS10 | 31/01/2008 | UK - Jan 08 | NA | 11 | 1 | 3 | 0 | No |
| Finance & Information Manager | CS13 | 06/03/2008 | NA | NA | 3 | 2 | 3 | 2 | Yes |
| Coastguard Officer x 2 posts | CS06 | 11/09/2008 | NA | na | 23 | 0 | 6 | 0 | No |
| Technical Services Manager | CS13 | 27/11/2008 | NA | NA | 5 | 0 | 3 | 0 | No |
| Engineer - Relief | MATE | 07/01/2009 | NA | NA | 5 | 0 | 3 | 0 | No |
| Lifeguards - Seasonal | MW05 | 05/03/2009 | Australia - Jan 09 | NA | 11 | 1 | 10 | 0 | No |
| Deputy Commercial Director | CS13 | 06/05/2009 | NA | NA | 16 | 0 | 7 | 0 | No |
| Assistant Harbour Master / Pilot | CS11 | 03/05/2009 | UK - May 09 | NA | 23 | 0 | 6 | 0 | No |
| Lifeguards - Seasonal | MW05 | 16/04/2010 | Australia - Jan 10 | NA | 21 | 0 | 18 | 0 | No |
| Port Operations Apprentice | APP1MJ | 17/09/2008 | NA | NA | 22 | 0 | 8 | 0 | No |
| Manangement Accountant | CS09 | 18/03/2010 | NA | NA | 11 | 2 | 2 | 2 | Yes |
| Coastguard Officer | CS06 | NA | NA | 20/07/2010 | 1 | 1 | 1 | 1 | Yes |
| Port Operations Officer | CS08 | NA | NA | 14/07/2010 | 2 | 2 | 2 | 2 | Yes |
| Senior Coastguard Officer | CS08 | NA | NA | 20/07/2010 | 4 | 4 | 4 | 4 | Yes |
| Marina Attendant | MW05MJ | NA | NA | 17/08/2010 | 3 | 3 | 2 | 2 | Yes |
| Coastguard Officer | CS06 | 07/10/2010 | NA | NA | 23 | 0 | 4 | 0 | No |
| Port Operations Officer | CS09 | NA | NA | NA | 2 | 2 | 2 | 2 | Yes |
| Leading Deckhand | LDEC | 28/10/2010 | NA | NA | 20 | 2 | 3 | 2 | Yes |