

## **CHANNEL ISLANDS BRUSSELS OFFICE**

### **EMPLOYMENT OPPORTUNITIES**

#### **1. Director of European Affairs**

#### **2. European Affairs Adviser**

Thank you for your interest in the positions of *Director European Affairs* and *European Affairs Adviser*, representing the Channel Islands in Brussels.

Please find below the job and person specifications.

For an informal discussion regarding either of these roles please contact Tom Walker, Director International Affairs  
Chief Minister's Department,  
States of Jersey.  
Email: [t.walker@gov.je](mailto:t.walker@gov.je);  
Telephone: +44 (0)1534 440442.

To apply for either of these posts, please submit a comprehensive CV and covering letter. Your covering letter should explain clearly how you meet the job and person specifications. Please include details of your current salary (in Sterling or Euros). Please also state clearly which post you are applying for.

Completed applications should be returned to:

Recruitment Co-ordinator  
HR Business Support Team  
Cyril Le Marquand House  
PO Box 600  
The Parade  
St Helier  
JERSEY  
JE4 8UL  
Email: [workingforjersey@gov.je](mailto:workingforjersey@gov.je)  
Telephone: 01534 440040

The closing date for applications is Wednesday 22 September 2010.

## Director of European Affairs

### Job specification

1. To be the senior representative of the Channel Islands in Europe.
2. Lead and manage the Channel Islands representative office in Brussels, including operational and financial management. The office will initially have three staff and will be funded by the governments of Guernsey and Jersey.
3. Influence the policy debate in Brussels and be responsible for ensuring delivery of Channel Islands objectives on key dossiers.
4. Build and develop good working relationships in Brussels, including creating strong links with the EU Institutions, key European governments, the UK Permanent Representation to the EU (UKREP) and other organisations such as the City of London Brussels Office.
5. Provide sound policy, strategic and negotiating advice to Ministers and senior officials in the Channel Islands on all EU matters.
6. Work closely with business and industry in the Islands to understand the likely effects of European policy or regulatory changes.
7. Ensure delivery of an effective communication plan and facilitate press briefings.

### Person specification

1. First hand experience of working with the EU and its institutions, and a successful track record of influencing EU outcomes, is essential, whether with government, industry or one of the Institutions – ideally with some experience in the area of financial services.
2. Excellent understanding of the functioning of the EU Institutions and regulatory process.
3. Able to build, develop and lead a small team from a range of different backgrounds - getting the best from staff and ensuring excellent team delivery.
4. Strong interpersonal skills to create successful networks and lasting relationships with a wide range of people in different roles and at different levels.
5. Ability to think strategically and to influence – handling a wide range of European policy issues, with the ability to have both a clear sense of the broader policy themes as well as a grasp of the vital details within live negotiations.
6. Skilled and effective communicator in an international environment with strong verbal and written skills.
7. Fluent in English – working knowledge of French an advantage.

### Salary

The post comes with a competitive salary, dependent on experience.

## **European Affairs Adviser**

### Job specification

1. Develop the influence and profile of the Channel Islands in Brussels, by creating positive relations with EU Institutions and partnerships/alliances with other organisations in Brussels.
2. Develop an effective network of contacts both in Brussels and with government, regulators and business in the Channel Islands.
3. Track, monitor and assess EU issues relevant to the Channel Islands, including financial services, taxation, agriculture, fisheries and aviation and report to the Director of European Affairs and/or directly to the clients of the Brussels Office, as required.
4. Provide thorough analysis of EU developments, building Channel Islands positions and action plans regarding issues of key importance, drafting position papers and briefing documents for the Director of European Affairs and/or the clients of the Brussels Office, as required.
5. Arrange visit programmes for Ministers and senior officials from the Islands and support them in meetings as necessary.
6. Organise events and speaking opportunities for the Channel Islands.
7. Support the Director of European Affairs and deputising as necessary.

### Person specification

1. Experience of working with EU Institutions, ideally in the area of financial services or another area of importance to the Channel Islands.
2. Knowledge of the EU legislative and negotiation processes would be an advantage.
3. University degree or equivalent qualification.
4. Excellent verbal and written communication skills, with the ability to produce polished drafts and succinct analysis.
5. Excellent networking skills to create and sustain relations with a wide range of people in Brussels and in the Islands.
6. Ability to work well within a small team.
7. Fluent in English – working knowledge of French an advantage.

### Salary

The post comes with a competitive salary, dependent on experience.

## **Background Information on the Channel Islands**

### Location

The Islands are situated around 22 km (14 miles) off the north-west coast of France and around 137 km (85 miles) from the English coast.

### Constitutional

The Channel Islands were part of the Duchy of Normandy at the time of the Norman conquest of England in 1066 whereupon the allegiance to the English monarch was established. In 1204 King John lost all of his territories in mainland Normandy to King Philip II Augustus but the Channel Islands remained loyal to the English Crown.

The Islands have autonomy in relation to all domestic affairs, including taxation. The Islands are not represented in the UK Parliament and they do not form part of the UK. The Crown – in practice through Her Majesty's Government in the UK – is ultimately responsible for the Islands' defence and international obligations. Through a Framework Agreement signed in May 2007 between the UK and the Islands it was formally agreed that the UK would not act internationally on behalf of the Islands without prior consultation and that the Islands have an international identity that is different from that of the UK.

### Political

The Islands have their own distinct parliaments and political systems. Each parliament is comprised of a majority of elected members, presided over by the Island's Bailiff (civic head), and observed by the Island's Lieutenant-Governor (representative of Her Majesty the Queen). The Islands' governments are formed from Ministers and Departments. Each Island has a Chief Minister who acts as head of government and as the Island's most senior political ambassador.

### Economy

The Channel Islands are well regulated, respected, tax transparent, offshore finance centres with a combined GDP of over €7 bn. Financial services are the dominant sectors of both Islands' economies, accounting for over two fifths of economic output in both jurisdictions. Whilst the Islands' finance sectors are quite similar there are distinct differences between the two. Guernsey is Europe's leading location for captive insurance and is a leading location of private equity fund management whilst Jersey has a larger and more dominant banking sector and is a key European location for securitised vehicles. Both islands were 'white listed' for tax transparency by the OECD in early 2009.

### European Union

The Islands have a special relationship with the EU provided by Protocol 3 to the UK's Treaty of Accession in 1972. Under Protocol 3, the Islands are part of the customs territory of the European Union. The common customs tariff, levies and other agricultural import measures therefore apply to trade between the Islands and non-Member States. There is free movement of certain goods and trade between the Islands and Member States. The Islands are not, however, part of the single market in financial services and, as a result, not required to implement European Union Directives on such matters as the free movement of capital, company law or money laundering. However, the Islands emulate such measures where appropriate having particular regard to meeting international standards of financial regulation and countering money laundering and terrorist financing.

### Further information

a) Governments of Guernsey and Jersey:

[www.gov.gg](http://www.gov.gg)

[www.gov.je](http://www.gov.je)

b) HM Treasury – Independent Review of British Offshore Financial Centres, October 2009:

[http://webarchive.nationalarchives.gov.uk/20100407010852/http://www.hm-treasury.gov.uk/indreview\\_brit\\_offshore\\_fin\\_centres.htm](http://webarchive.nationalarchives.gov.uk/20100407010852/http://www.hm-treasury.gov.uk/indreview_brit_offshore_fin_centres.htm)

c) UK House of Commons Justice Committee report: Crown Dependencies:

<http://www.publications.parliament.uk/pa/cm200910/cmselect/cmjust/56/56i.pdf>

d) Visit the Channel Islands web portal:

<http://www.visitchannelislands.com/>