

Head of the Public Service

Recruitment information pack
June 2022



INTRODUCTION

“Thank you for your interest in this important opportunity to take a lead role in the island of Guernsey, as Head of the Public Service. This recruitment pack provides essential information regarding this leadership position. As the lead civil servant for the States of Guernsey, the Head of the Public Service is the most senior point of contact for politicians and government services. We are looking for a highly credible individual, capable of providing strong, visible and consistent leadership across our diverse range of public services. The Head of the Public Service will need to quickly establish a clear vision and direction for the organisation, which incorporates both individual and collective accountabilities within our politically-led environment. If you feel that your skills and experience are commensurate with this role, we look forward to hearing from you.”



Deputy Peter Ferbrache
Chief Minister

THE BAILIWICK OF GUERNSEY

The Bailiwick of Guernsey is made up of the jurisdictions of Guernsey, Alderney and Sark. The Islands are located in the Gulf of St Malo off the north-west coast of France. Although the Islands form part of the British Isles they are not part of the United Kingdom.

The Islands have a long history of being self-governing and self-funding. Guernsey has been independent for more than 800 years (since 1204). The Islands are not sovereign states but are dependencies of the British Crown. The Queen is the Head of State for each island, as the latter-day successor to the Duke of Normandy, and the Lieutenant-Governor is Her Majesty’s personal representative in the Islands, based in Guernsey.

Guernsey is the principal Island of the Bailiwick of Guernsey. It has never been a colony, or a British dependent or Overseas Territory and its status constitutionally is, and always has been, distinctly different from that of the British Overseas Territories. It has its own government, legal system and independent courts of law.

GUERNSEY’S GOVERNMENT

Guernsey is not represented in the UK parliament. It has its own directly elected legislative assembly, the States of Deliberation, comprising 38 independent members, and its own administrative, fiscal and legal systems.

The administration of public affairs and exercise of executive authority is undertaken through Committees of the States of Deliberation, including a senior committee (Policy & Resources Committee) and six Principal Committees (Economic Development, Employment & Social Security, Education, Sport & Culture, Environment & Infrastructure, Health & Social Care, and Home Affairs). Those committees are each led by a president with four other elected members of the States of Deliberation. The government of Guernsey is known as the States of Guernsey.

Guernsey’s right to raise its own taxes is a settled constitutional principle. Guernsey raises its own taxes and pays for its own public services without any funding from any other jurisdiction (including the UK)

You can find out more about Guernsey’s Government [here](#)

ABOUT THE ROLE

We are looking for someone with drive and experience who can lead and develop relationships within the organisation, with key stakeholders within Government, across all sectors and communities of the Bailiwick, and where appropriate external stakeholders.

The post holder is accountable for the safe, effective and efficient provision of public services (provided by the States of Guernsey), discharged by a strategic leadership team and wider managerial framework. The overall size of the public sector budget is £800m.

As the most senior post holder of the largest employer on the Island, which has workforce of approximately 5,000 employees, the Head of the Public Service will be responsible for ensuring the delivery of a complex and diverse range of service provision.

Guernsey has a full range of public services which includes front line services such as health and social care, education, law enforcement and more, in addition to Treasury and strategic policy development. Some services are directly provided, whilst others are provided via a commissioning model. Public services are currently undergoing transformation; you can find out more [here](#).

An excellent communicator, the Head of the Public Service will need to form and maintain strong relationships, and will also be responsible for ensuring that politicians have access to high quality objective advice, support and expertise to discharge their responsibilities and duties.



PAY AND BENEFITS

Salary

£190,000 per annum

Pension

The States of Guernsey has a compulsory Public Servants' Pension Scheme and you will join our Career Average Revalued Earnings (CARE) section, which is a Defined Benefits arrangement.

You will make contributions of 7.5% of your salary and these will be added to those made by the employer. An earnings 'cap' is in place within the CARE scheme, currently set at £94,081, and all contributions made above that cap will be invested in a Defined Contributions arrangement.

You are able to transfer pensions, from previous employment or private arrangements, into our scheme and full details of the transfer options can be made available to the successful applicant.

Relocation

You can find out more about living and working in Guernsey by visiting locateguernsey.com.

Benefits

The States of Guernsey offers a generous relocation package for successful applicants who are required to move their place of residence as a consequence of taking up post.

Terms & conditions

The postholder will work to the terms and conditions of established staff, States of Guernsey

Annual Leave

Up to 30 days per year

APPLICATION PROCESS

Closing date for applications

Friday 17th June 5pm

Interviews

Shortlisted candidates will be invited to attend a selection event, on Island, on Monday 11th July

Appointment Starts

As soon as possible

If you wish to apply for this position, please complete the online application form which is available from the States of Guernsey website: www.gov.gg/careers. In addition to a CV, you should also submit supporting evidence detailing how you meet the essential criteria for this role.

CONTACT DETAILS

We would encourage prospective applicants to have a confidential and informal discussion about the role prior to making an application. Please contact Anita Gaudion, Head of HR and OD, for further information using the contact details below.

Tel: 07781 403457

Email: anita.gaudion2@gov.gg

States of Guernsey
Sir Charles Frossard House, La Charroterie, St Peter Port, Guernsey, GY1 1FH

Job Description

Job Summary

The post holder is accountable for the safe, effective and efficient provision of public services, discharged with support from a strategic leadership team. The post holder is the most senior officer of the largest employer on the Island, which has a workforce of approximately five thousand employees, delivering a complex and diverse range of service provision. The post holder is also responsible for ensuring that the States' Assembly and its Committees have access to high quality objective advice, support and expertise to discharge their responsibilities and duties. The post holder will be expected to lead and develop relationships within the organisation, with key stakeholders within Government, across all sectors and communities of the Bailiwick, and where appropriate external stakeholders.

Relationships

As the lead civil servant in the States of Guernsey organisation, the Head of the Public Service is the most senior point of contact with elected Members and the Committees of the Assembly. As such, the post holder will ensure effective arrangements are in place to support strategic planning and operational implementation which will meet the States' objectives as set out in the Government Work Plan. The post holder will have direct line management responsibility for the Strategic Leadership Team and will be expected to demonstrate visible, inspirational leadership to the wider public sector. The Head of the Public Service is expected to develop and sustain positive working relationships with external

providers who support the work of the States of Guernsey, including relevant professional and regulatory bodies, interest groups and the business community.

Main duties and responsibilities

1. To be accountable for the provision of high quality, safe, cost-effective public services, as determined by the States of Deliberation, achieved by:
 - Holding public service leads to account, collectively and individually, for the effective delivery of the objectives, political and financial aspirations and goals of the States of Deliberation, ensuring all staff are clear about their individual responsibilities and roles;
 - Ensuring such objectives are delivered on time, within budget, and in accordance with any statutory requirements;
 - Sustaining and enhancing cultural and transformational change to improve the overall effectiveness of the States of Guernsey as a public sector organisation, seeing through to completion of the programme for public service reform;
 - Recognising, developing and empowering leaders within a contemporary framework of organisational development;

- Developing a corporate governance structure and culture which:
 - Supports the effective delivery and implementation of political direction in line with legal and budgetary requirements;
 - Embeds a cohesive approach to service delivery and improvement, reflecting a coordinated, customer-centric 'one service' approach;
 - Aligns working practices, systems and behaviours of staff with best practice, taking action when this falls short;
 - Removes duplication and inefficiency;
 - Promotes innovation and sustainability;
 - Effectively identifies and manages risks and opportunities;
 - Embeds a performance management culture with systems and processes in place to secure quality services and promote continuous improvement;
 - Taking action to challenge established practices to allow the efficient management of all resources (including but not limited to staff, finance, property, information and technology).
2. To be responsible for ensuring the public service has the internal capacity and capability, together with appropriate external relationships, to deliver the priorities of the States of Guernsey, as set out in the Government Work Plan.
 3. To ensure Priority 4 of the Government Work Plan, 'Reshaping Government' is delivered and in doing so inspire, motivate and drive forward an ambitious change programme to achieve a more effective and affordable form of government and a more community focused public service.
 4. To provide the leadership, vision and strategic direction necessary to manage the interface between Committees and the Strategic Leadership Team, working closely with Committee Presidents on strategic planning and policy implementation which will meet the States' objectives. In doing so, ensure politicians consistently receive objective, high quality advice and support.
 5. To lead and develop relationships both internally and externally, such as:
 - with key stakeholders in Government, and across all sectors and communities of the Bailiwick, working within complex partnerships across the public, private and third sectors to benefit the Bailiwick community;
 - through wider networks which provide opportunity to promote the Bailiwick and its interests;

and in doing so ensure the effective communication of the States of Guernsey's vision, priorities, objectives and processes, aligned to the provision of public services.
 6. To fulfil various statutory roles e.g. Registrar General of Electors as required.

Essential Criteria

Knowledge; Skills & Experience

1. An excellent understanding of the States of Guernsey constitution, including the relationships between the Bailiwick and the UK and international context within which it operates, and the relationship between Government policy and the delivery of public services.
2. A proven track record of strategic leadership experience within a large, complex organisation, with evidence of the achievement of successful outcomes and the mechanisms used to achieve excellent results.
3. Evidence of relationship management with a range of stakeholders including politicians, which reflects an ability to recognise and deal appropriately with: competing priorities; issues which require sensitive handling; the ability to work effectively and constructively recognising the potential political impact; the need to provide high-level balanced advice in a highly pressurised environment.
4. Evidence of continuous professional development commensurate with the role.
5. The ability to set, maintain and model the highest standards of professional and ethical behaviour, engendering the trust and respect of others, and in doing so, inspire, influence, persuade and win the trust and commitment of staff and stakeholders.



