



Guernsey Financial  
Services Commission

## Job Description

Name:	TBC
Title:	Legal Counsel
Division:	Legal Team
Reports to:	Deputy Director, Legal / Co-Deputy Director General
Updated:	December 2024

### Principal Duties and Responsibilities:

#### General

1. To assist in providing legal advice across the Commission.
2. Working to *ensure the Commission delivers high quality prudential, financial crime and conduct regulation within the Bailiwick of Guernsey including facilitating innovation and discouraging poor quality ventures.\**
3. Assisting to *protect and enhance the Bailiwick's international reputation\** within the financial services sector in order to promote a *regulatory environment in which good firms do good business.\**
4. Assisting with delivering PRISM *risk based supervision, enforcement and policy creation.\**

#### Technical Skills

5. Assisting with the provision of general legal advice across the Commission including, but not limited to, drafting necessary correspondence and reviewing documents, letters, reports, contracts and other agreements.
6. Reviewing the undertaking of disclosure and legal privilege review, requests and advice.
7. Demonstrating the ability to interpret and apply statutory requirements and communicate the same to regulatory staff members and other stakeholders.
8. Being involved in the consideration of problem cases which may require some form of supervisory or regulatory action, including formal enforcement measures.
9. Assisting, providing advice on, as well as drafting, or amendment, of legislation, rules, regulations, policy, Memorandums of Understanding, agreements and procedures relevant to the work undertaken by the Commission.
10. Demonstrating pragmatic decision making.

\*Quoted from Mission Statement

11. Assisting with the implementation of the Balanced Scorecard.
12. Assisting with projects as requested in relation to the development of the Legal Team's precedents, processes and other matters as well as Commission-wide as and when required.
13. Providing regular training to new starters of the Commission.
14. Attendance at, participation in and membership of various internal project boards and panels.
15. Assistance, attendance and support with, including drafting, when required, in Court and litigation matters. This includes reporting to and updating of members of the Executive Committee as to the status of these matters.

#### Communication and Written Skills

16. Communicating in all forums in an accurate, clear and concise way that is tailored to consider the needs of different individuals and entities.
17. Carrying out special assignments in relation to the Commission's supervisory and regulatory responsibilities and assisting with the preparation of press releases, articles for publication and provision of information for third parties.
18. Liaising with staff across all divisions and demonstrating awareness of the regulatory landscape.
19. Effectively dealing with enquiries from licensees, regulators, other professionals, complainants and members of the public and liaising to form good links with industry and other regulatory bodies to confirm best practice. Representing the Commission at meetings with relevant parties.
20. Effectively contributing to meetings in a clear and professional manner.
21. Demonstrating excellent negotiation skills.

#### Professional Excellence and Cooperation

22. Demonstrating an awareness of both Commission and Industry pressures, developing a 'can do' attitude whilst taking personal responsibility for own workload, prioritising tasks and rescheduling as required. Demonstrating flexibility in managing changing priorities on a daily basis. Monitoring workload and ensuring a high quality and quantity of work is produced.
23. Ability to work in a team with regulatory and support staff and build strong relationships with priority stakeholders.
24. Ability to relate to many different constituencies in a positive, proactive manner that will engender confidence from senior management and employees.
25. Taking responsibility for updating professional and technical knowledge. Training and promotion by attendance at appropriate courses, conferences, workshops and seminars (with the prior agreement of

the Deputy Director, Legal or alternatively the Co-Deputy Director General). Reading of technical publications and generally keeping up to date with developments within the industry.

26. Completing all work promptly, to a high standard and providing both positive and constructive input, and striving to improve own performance.
27. Making constructive recommendations for change and improvement, and assisting in the implementation of all change.

Specific to Role

28. Professional qualifications: Qualified and holding a current practising certificate as a Lawyer in the United Kingdom, the Commonwealth or other common law jurisdiction.

Other

Any other duties or responsibilities as may be required from time to time in context with the job and in relation to the services provided by the Legal Team and the Commission.

*This job description is provided as an outline of the duties and responsibilities of the post holder and will be reviewed annually in accordance with the Commission's annual appraisal process and / or in the light of any service developments or changes.*