



Job Description

Name:	TBC
Title:	Technical Specialist
Division:	Technology Supervision Unit (within the Banking and Insurance Division)
Reports to:	Deputy Director
Updated:	December 2024

Background:

The Technology Supervision Unit (“TSU”) is a new unit within the supervisory area of the Commission that will provide technical support, resource and advice to the supervisory and policy divisions within the Commission. The TSU’s main focus is the use, by industry, of all aspects of technology including but not limited to industry’s use of AI tools, Blockchain, Compliance Screening Systems, Cyber Security Systems as well as traditional Data Management tools and Systems Architecture. As the sophistication of licensees’ use of technology increases, the knowledge base of the TSU will also need to increase.

As a supervisory unit, members of the TSU will be working alongside their colleagues in all the supervisory divisions, conducting both on-site and off-site reviews both as part of Full Risk Assessments and Thematic work. Supervision will remain at the heart of the work carried out by the TSU.

Principal Duties and Responsibilities:

General

1. 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.**
2. 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.**
3. Assisting with delivering PRISM *risk based supervision, enforcement and policy creation.**

Supervisory Skills

4. Assisting with the implementation of the Balanced Scorecard. Formulating plans for achieving business objectives over a performance period, anticipating potential problems and taking pre-emptive action.
5. Being involved in the consideration of difficult cases which may require some form of regulatory action, including, but not limited to, formal enforcement measures.
6. Advising on and assisting with the handling of applications for licenses, products and exemptions.
7. Demonstrating pragmatic decision making and leadership.
8. Leading with aspects of on-site supervision where necessary including:
 - Planning and co-ordinating on-site visits, ISRs and Thematic reviews.

*Quoted from Mission Statement

- Considering matters to raise with licensees.
- Personally leading on-site visits, according to the nature of the on-site visits and the skills and experience required.
- Reviewing post-visit feedback by the Senior Analysts and Analysts and following up on matters raised (responsibility shared with the Assistant Directors and Deputy Directors).
- Consideration, with the management teams, of findings and trends emerging from on-site visits and developing the structure of the on-site programme as necessary.

Communication and Written Skills

9. Communicating in an accurate, clear and concise way, tailored as necessary to the audience.
10. Attending and chairing meetings in a clear and professional manner.
11. Leading on-site visits using in depth questioning to obtain specific information to ensure thorough analysis is carried out.
12. Preparing and presenting on-site visit findings, feedback to licensees and following up matters raised.
13. Preparing and presenting cases to the Risk Governance Panels and sitting as a member of Risk Governance Panels.
14. Representing the Commission in an official capacity both internationally and locally, including conducting training and regulatory workshops in Guernsey for local businesses and their professional advisers and making presentations to industry groups and government.
15. Liaising with staff across all divisions and building a culture that encourages two-way discussions where information is shared at all levels.
16. Drafting new policy proposals in conjunction with the relevant policy teams.
17. 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.
18. Effectively carrying out special assignments in relation to the Commission's supervisory and regulatory responsibilities.

Professional Excellence and Cooperation

19. Collaborating with others across the team and the Commission; understanding all aspects of the role and how it contributes to the success of the Commission. Assisting with the training of new staff joining the organisation, recognising the different styles and abilities of the team.
20. 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, ensuring plans are put in place to meet the Commission's business objectives and are communicated appropriately.
21. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars.
22. Taking responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance. Working towards accreditation required in role, including professional qualifications where appropriate.
23. Completing all work promptly to a high standard, in line with team requirements and ensuring a high quality of work is consistently produced by the team displaying a high level of attention to detail.

24. Making constructive recommendations for change and improvement and assisting in the implementation of all change.

Specific to Role

25. Leading the Commission's review of use of technology by firms including but not limited to AI tools, Blockchain, Compliance Screening Systems, Cyber Security Systems as well as traditional Data Management tools and Systems Architecture.
26. Assisting with the development of the supervisory policy framework in relation to the use of technology.
27. Assessing trends and supervisory themes with Supervisory Directors and Deputy Directors.
28. Preparing briefings and reports to colleagues as part of wider supervision of industry.
29. Demonstrating flexibility in managing changing priorities on a daily basis and ensuring a high quality and quantity of work is provided.

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 TSU or Commission as a whole.

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 light of any service development or changes.