



Guernsey Financial
Services Commission

Job Description

Name:	TBC
Title:	Technical Specialist
Division:	Investment, Fiduciary and Pension
Reports to:	Deputy Director
Updated:	December 2024

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. Day to day supervision including handling and considering notifications and submissions made by licensees under the Law (including changes of control, directors, surrender of licences etc.) and any other information which might affect their continuing to meet the licensing criteria.
8. Assisting with reactive low impact supervision, management/allocation of the WIP and utilising the Early Warning System.
9. Demonstrating pragmatic decision making and leadership.

*Quoted from Mission Statement

10. Leading with aspects of on-site supervision where necessary including:

- Planning and co-ordinating visits, ISRs and Thematic reviews.
- Considering matters to raise with licensees.
- Personally leading visits, according to the nature of the 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 Division management team of findings and trends emerging from on-site visits and developing the structure of the on-site programme as necessary.

Communication and Written Skills

11. Communicating in an accurate, clear and concise way, tailored as necessary to the audience.
12. Investigating and responding to complaints about licensees/applicants (shared responsibility with other members of the divisional management team) referral and co-operation with the Conduct team.
13. Attending and chairing meetings in a clear and professional manner.
14. Acting as a contact point for enquiries from licensees, regulators, other professionals and members of the public. Cooperates and exchanges information with other third party supervisors on a timely and effective basis. Representing the Commission at meetings with relevant parties.
15. 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.
16. Liaising with staff across all divisions and building a culture that encourages two-way discussions where information is shared at all levels.

Professional Excellence and Cooperation

17. Leading internal projects and/or initiatives such as supervisory processes, statistical exercises or reviews of procedures.
18. Taking responsibility for updating own professional and technical knowledge. Reading technical publications and generally keeping up to date with developments within the industry.
19. Supporting staff and contributing to their development by providing advice and guidance where required.
20. Inspiring other individuals in the team to take ownership of business goals and professional development.
21. Sitting as a member of Risk Governance Panels.

22. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars.
23. Making constructive recommendations for change and improvement of current systems architecture, workflow and document storage and assisting in the implementation of all change ensuring procedures and systems utilised within the Division are fit for purpose.

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 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.