



Role:	Paralegal, Supervision
Reports to:	Director, Supervisory Engagement
Contract Type:	Fixed term contract – three months
Grade:	£20,500 - £31,226 (Pro rata for a term of three months)
Hours:	37 hours
Purpose of the role:	To prepare legal documentation to support the Supervision team exercise regulatory powers and referrals to the Enforcement team, ensuring the Jersey Financial Services Commission (JFSC) is able to effectively demonstrate achievement of its objectives and adherence to the Guiding Principles and maintain Jersey's reputation as a respected international finance centre.

Key deliverables and accountabilities:

- › Preparation of legal documents, using JFSC templates, to support Supervision's exercise of its regulatory powers
- › Handling and processing information in accordance with the JFSC's Information Management and Security policies. Individual accountability is needed for a high standard of data integrity, which may need to be evidenced
- › Acting upon specific instructions to execute supervisory strategies
- › Ensure activities are completed in line with agreed service learning agreements and key performance indicators for quality, timeliness and efficiency
- › Identify effectiveness and efficiency process improvements
- › Performs any other reasonable duties as directed by line management.

Critical competencies:

- › Achieving Excellence (Intermediate)
- › Communicating Effectively (Intermediate)
- › Demonstrates Expertise (Intermediate)
- › Planning and Organising (Intermediate)
- › Results Orientated (Intermediate)
- › Teamwork (Intermediate)

Knowledge and experience:

- › Two or more years' practice as a Legal Secretary or Paralegal is essential. Consideration will be given to applicants studying towards a legal qualification
- › Knowledge of relevant financial services laws, orders and codes would be desirable
- › Critical thinking and the ability to solve problems
- › Clear communication skills both written and verbal
- › The use of Microsoft Office and relevant desktop applications are essential. Previous experience using SharePoint would be desirable
- › A proven track-record of delivering results through team working.