

Chief Executive Officer Recruitment candidate pack

12th September 2022

Role: Chief Executive Officer

Reports to: Chair of the Board of Jersey Business Ltd (JBL).
Seniority: Executive Board Member

Purpose of the role

Accountable for the development, gaining agreement for and implementation of the strategic direction of JBL on behalf of the Board. Acting as principal in the representation and promotion of JBL to support the creation and development of businesses in Jersey.

Vision and values

Our vision:

Building a prosperous business community in Jersey

Our purpose:

Accelerating business success

What we do:

- We **inspire**, challenge and support businesses to reach their business goals.
- Make **connections** that have a positive impact on your business.
- Share expertise that creates **value**.

Our values:

- **Respectful:** we value people as individuals.
- **Empowering:** We share our expertise to help you achieve your goals.
- **Authentic:** We are professional, independent & confidential.
- **Collaborative:** We work as a team and we love what we do.
- **Honest:** We don't shy away from difficult conversations.

We have three main channels through which we deliver our activity:

- **Direct support for entrepreneurs and businesses:** Proactive and bespoke advice and support provided by our business advisors, specialist and through support programmes that delivers immediate business impact at any stage of the business lifecycle.
- **New and existing industry projects:** Developing and delivering solutions to address issues and opportunities that are shared by businesses across key industries to drive positive strategic change.
- **Business information service:** A reactive service through which we share knowledge and information over the phone, by email and online providing answers to specific questions about starting up, running and growing a business in Jersey.

The corporate structure

Jersey Business Limited is owned by a 'Non-Charitable Purpose Trust' called the 'The Jersey Business Trust'. The objective of the Trust is to form a company called Jersey Business Limited whose purpose would be to provide business advisory and support services to on-Island businesses to promote the development of the economy in Jersey and to support the creation of employment opportunities.

Jersey Business Limited (JBL) was incorporated as a private company, limited by shares under the Companies (Jersey) Law 1991 as amended, on the 30th of November 2011 (Registered Number 109554). The Company's Executive and non-Executive Directors are wholly responsible for managing its affairs in line with its Articles of Association.

JBL receives its funding from the Government of Jersey in the form of a grant from the Department for the Economy and this arrangement is governed by a Partnership Agreement with the department. JBL issues Grant Assurance Statements annually to demonstrate that the company is run in a way that is compliant with the Government of Jersey's Financial Directions.

The Company recognises the essential and close relationship with the Government of Jersey both in the setting of its strategic objectives and to call on the Government of Jersey for additional support. Notwithstanding its funding arrangements, the Company is structured such that it is an independent body which is overseen by an independent Board of Directors.

More information on Jersey Business can be found on www.jerseybusiness.je.

The Board

The JBL Board is responsible to stakeholders for the overall management of the Company including setting the strategic direction of the Company and of its governance. The Board has put in place an organisation structure to ensure the efficient performance of its responsibilities.

The Board has reserved determination of the following matters to itself:

- Approval JBL's overall strategy, plans and annual operating budget.
- Approval of JBL's annual financial statements and changes in the Company's accounting policies and practices.
- Approval of changes relating to the capital structure of the Company or its regulated status.
- Approval of major changes in the nature of business operations.
- Approval of material investments and divestments.
- Review of the adequacy of internal control systems, including those operated by independent service providers.
- Approval of the Company's risk appetite.
- To act as ambassadors and pro-active communicators for the Company and
- Appointments to the Board and Executive and determination of terms of appointment.

More information on the Jersey Business team can be found at [About Us | Jersey Business](#).

Our business plan

We have 3 strategic priorities that deliver our core purpose and build on the work we have been delivering over the past two years to support the business community during and post the Covid-19 pandemic as well as the impact of Brexit.

- Supporting entrepreneurial activity to build successful & productive businesses
- Developing more productive, resilient & sustainable industries
- Sharing knowledge and best practice

While our strategic priorities set the high-level objectives, we know that there are a number of structural challenges in Jersey's economy that we need to overcome. As a result, we have identified five focused outcomes that will address these challenges and give us a framework within which to develop and deliver business support.

This work is informed by the Government of Jersey's long-term strategic priorities and the Covid-Recovery Support initiative. It is also influenced by the Economic Council's 'New Perspectives' report and the framework emerging from the Future Economy Programme. All our activity is focused on delivering against one or more of these outcome areas which are:

- **Financial resilience:** Increasing financial resilience for long term growth and sustainability.
- **Innovation:** Supporting innovation in established and new industries.
- **People:** Improving workplace practices to better attract, retain and develop talent to meet existing and future needs.
- **Productivity:** Enabling businesses to improve their operational efficiency.
- **Environmental impact:** Increasing awareness and understanding of environmental impact and how to reduce the carbon footprint.
- **Information sharing and foresighting:** Sharing knowledge and data to better inform decision making at a policy, industry and business level.

For more information on Jersey Business please visit our website www.jerseybusiness.je.

About the Chief Executive Officer role

The board level role is accountable and responsible for these outcome areas:

Organisational Strategy:

- Accountable for determining the JBL long-term strategic direction and annual Business Plan, subject to board approval. Ensuring this is professionally implemented to provide high quality advice and support to local businesses in the island.
- Ensure JBL's strategic objectives are met in accordance with the purpose, vision and values. Overseeing all management information which provide an evidence base for achievements and adapting plans for the future to secure longer term objectives in the light of experience and other constraints.
- Ensure that the Chair, Board and key stakeholders are kept informed of developments on initiatives contained within the JBL Business plan and other matters as they arise and to recommend and determine courses of action to ensure successful delivery of appropriate responses.

Financial Performance:

- Accountable for all JBL's financial planning, control and performance. Reporting to the Board on all financial aspects to ensure the proper and effective functioning of JBL.
- As an Executive Director on the board, support the Chair in ensuring the main board provides effective governance and oversight of the business activities. Oversee risk management within the business, reporting to the Board to ensure that the risks remain within accepted limit and that where mitigation is required this is appropriately actioned.

Operational Performance:

- Accountable for JBL's resources and operational performance. Ensuring the organisation's structure and systems delivers JBL's services effectively and efficiently to its clients.
- Accountable for the development, implementation and compliance of organisational policies to effectively manage risk and regulatory standards.
- Accountable for the effective resourcing, development and leadership of all JBL people resources, ensuring they are appropriately skilled and engaged so that effective support is provided to clients and that staff performance is monitored and managed effectively.

Communications:

- Accountable for the development and implementation of effective external and internal communications, promoting JBL, building and maintaining key stakeholder relationships and representing JBL at events and in the media.
- Develop mutually productive relationships with relevant Government Departments, UK equivalent bodies and other Service Delivery Partners.
- Work closely with Government to ensure JBL is adequately funded and recognised as a key partner organisation, helping improve the economic productivity across all business sectors in Jersey.

Behavioural competencies:

- Ensures fairness and equality in opportunities and treatment of others.
- Creates an inclusive environment that values diversity and respects differences in needs and beliefs.
- Creates a culture that listens and encourages others to share their opinions, issues, and frustrations, and acts on these.
- Acts as a credible and visible leader, taking accountability for delivery of strategic objectives and the performance of others.
- Substantial stature and presence to represent JBL and its values at senior level.
- Confidently takes decisions, based on sound-evidence, advice and experience.
- A highly effective communicator who actively builds & maintains professional networks and strategic partnerships with stakeholders.
- Inspires and motivates others to be engaged with and deliver on JBL's shared vision and strategic direction. Translates broad needs into meaningful and achievable plans.
- Drives a culture of continuous improvement for the self, others and JBL, acting as a coach and mentor to others.
- Maintains high business, commercial, political acumen, and has an awareness of macro influences.

Qualifications and Experience:

- A seasoned senior level professional with at least 10 years' experience operating within a Jersey business, preferably within a range of industries.
- Strong experience of leading professional staff, with the ability to drive performance.

- Good understanding of emerging technologies to deliver business requirements.
- Excellent interpersonal and communication skills, with experience building relationships and effectively communicating to expert as well as non-expert audiences, as well as dealing with various forms of media.

Conditions and benefits

We offer:

- A competitive salary paid on the last working day of the month.
- We do not have a company pension scheme but do provide a non-consolidated 7.5% pension contribution.
- Weekly working time is 37.5 hours between Monday and Friday.
- We operate a flexible working arrangement that allows for home and office working.
- 25 days annual leave, which increases a day a year to 30 days, plus statutory holidays.

Timescales

- Closing date for applications: 5pm on Friday 23rd September 2022
- Shortlisting: w/c Monday 26th September 2022
- Interviews: Tuesday 4th October 2022

How to apply

To apply for this position please send your CV with a covering letter to Jennifer Carnegie at jennifer.carnegie@amicuslimited.com by 5pm on Friday 23rd September 2022.

Please note that the covering letter should be no more than two pages of A4 and should summarise your relevant skills, experience and motivations for applying and working for Jersey Business. Your covering letter is an important part of the application process and will be used as part of the selection process.

If you would like a confidential, informal conversation about the role please Jennifer Carnegie at jennifer.carnegie@amicuslimited.com.