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# Non-Executive Opportunities

## Chair and 2 Members of the Audit Committee, Non-Ministerial Departments

### Background

The Law Officers' Department, Judicial Greffe, Viscount, States Greffe, Probation and After-Care Service and Bailiff's Chambers, which are non-ministerial departments ("the NMDs") in Jersey, Channel Islands, are seeking to appoint three experienced and highly skilled professionals to join our newly established joint Audit Committee (AC) from December 2021.

The role of the AC is to consider whether each NMD has used and is using the resources allocated to it economically, efficiently and effectively and to consider whether satisfactory governance arrangements are in place.

### Role

The NMD's are seeking a Chair and two panel members, we are aiming for a mix of Jersey residents and people resident elsewhere.

The Committee will normally meet two times per year and will be supported by a Committee Secretary to be appointed by the NMDs.

To advise the NMDs effectively, the AC members are required to:

- Provide independent counsel, support and constructive challenge to the accountable officers.
- Provide assurance of the highest standards of corporate governance.

### Person Specification

To be considered, you must be able to demonstrate that you have the skills and experience to meet all the essential criteria below.

### The Chair is responsible for:

- Setting a Committee agenda primarily focused on strategy, performance, culture, stakeholders and accountability;
- Shaping the culture of the Committee;
- Encouraging all members to engage in Committee meetings by drawing on their skills, experience and knowledge;

**Time Commitment:** Meetings at least twice a year

**Remuneration:** The Chair of the AC will be paid a daily rate of £500 up to a maximum of four days per annum. Other members will not be remunerated though any required t&e will be covered.

**Start date:** December 2021

**Location:** Video conferencing initially, followed by a combination of London, Jersey and video

**Closing date:** Midnight, Sunday 17 October 2021

**Interview Date:** w/c Monday 1 November 2021

**Term length:** Appointment will be for three years, with the possibility of a further extension for up to a total of five years, and subject to a review 12 months after the initial appointment.



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- Fostering relationships based on trust, mutual respect and open communication between Committee members and the accountable officers of the NMDs;
- Developing a productive working relationship with the accountable officers of the NMDs, providing support and advice, while respecting the statutory or legal responsibilities and independence of the accountable officers of the NMDs;
- Providing guidance and mentoring to new Committee members as appropriate;
- Devoting sufficient time to discharge their responsibilities;
- Actively seeking clarification or amplification as necessary to ensure that they have sufficient information to discharge their responsibilities;
- Contributing constructively in Committee meetings by drawing on their skills, experience and knowledge.

### **The Panel Members**

Experience of Board level working in complex organisations in the public, private or voluntary sectors.

- Proven record of exercising sound professional judgement.
- Ability to contribute to the long-term strategy, development and success of the NMDs.
- Strong understanding of ethical conduct, independence and confidentiality.
- Excellent communication skills, sound judgement and the highest standards of personal propriety in relation to governance, accountability, risk and financial management.
- Demonstrable interest in the work of the NMDs.
- Qualifications in accountancy or law would be welcomed but are not essential.

### **Nolan principles**

All those appointed will be expected to behave according to those principles of public life which are set out below.

#### **Selflessness**

- Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

#### **Integrity**

- Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

#### **Objectivity**

- In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

- Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

#### **Openness**

- Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.



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## Honesty

- Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

## Leadership

- Holders of public office should promote and support these principles by leadership and example.

## Conflicts

An individual cannot be appointed if he or she:

- Is or, during the period of 5 years preceding the date of appointment, has been, an employee of the Government of Jersey;
- Is a member of the States Assembly; or
- Is an officer of, employed by, or engaged under a contract for services by, any States funded body (including any non-Ministerial States funded body) or independently audited States body.

## Time Commitment and Remuneration

The Chair of the AC will be paid a daily rate of £500 up to a maximum of four days per annum. Other members will not be remunerated.

In addition reasonable expenses including travel and accommodation where necessary will be payable, though it is anticipated that most of the meetings can take place by Teams or other suitable virtual medium.

Appointment will be for three years, with the possibility of a further extension for up to a total of five years, and subject to a review 12 months after the initial appointment.

We welcome applications from individuals representing as broad a range of views and backgrounds as we have in Jersey society.

## Application Process

- Please submit the following:
  - A copy of your CV;
  - A statement of suitability (maximum 2 pages) explaining how you meet the skills, experience and knowledge set out earlier in this document, and what you would bring to the role;
  - Equalities Monitoring Form (downloadable via the WIG [website](#)).
- Documentation can either be submitted via the WIG [website](#) or by email to Katy Crothall, Head of Talent via [talent@wig.co.uk](mailto:talent@wig.co.uk); please do let her know if you need any assistance or adjustments as part of this process.
- If you have any questions about this opportunity, or would value a confidential discussion, please contact Katy Crothall at [talent@wig.co.uk](mailto:talent@wig.co.uk) or on 0207 222 1166;
- The deadline for applications is **Midnight, Sunday 17 October 2021**.
- Interviews will be held on **w/c Monday 1 November 2021**.