

## Job Description

Name:	TBC
Title:	Data Scientist
Division:	Risk and Operations
Reports to:	Project Manager
Contract type:	Fixed Term Contract
Updated:	July 2025

### Project Background

Within the Commission there is a range of data held in different locations, systems and structures meaning that to access it effectively you need the understanding, knowledge and skills across a number of different systems and areas to accurately identify and pull out the data required. For example, we currently operate three instances of CRM: Core, Online Submissions (OS) and the PQ Portal.

In line with good practice, we need to implement an updated version of CRM for each of these instances by 2026. However, to do so, we need to solve several material data issues between these CRM systems before we start the upgrade (aim to be part of the 2024-2027 three year business plan). Furthermore, we have identified gaps in the data we collect or the method in which are storing it. We need to fix these matters to facilitate more effective supervision in a variety of areas, such as fund supervision, or to enable the timely provision of management information with regards to authorisations.

### Principal Duties & 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 and competitive position\** within the financial services sector in order to promote a *regulatory environment in which good firms do good business.\**
3. Liaising with Commission management, divisional representatives and external professionals regarding data and analytics requirements.
4. Providing support on the development and implementation of a more analytics-led approach to the risk-based supervision of our licensees.

#### Communication and Written Skills

5. Liaising with divisional representatives in order to identify, develop, create and test innovative tools to further enhance and augment the Commission's approach to risk-based supervision.
6. Preparing and presenting findings, demonstrations and training to a range of stakeholders across the Commission, including at project board meetings.
7. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.

\*Quoted from Mission Statement

8. Effectively Chairs/contributes to meetings in a clear and professional manner.

#### Professional Excellence and Cooperation

9. Assisting with internal projects such as supervisory processes, statistical exercises or reviews of procedures.
10. 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.
11. 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.
12. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars.
13. Takes responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance. Working towards accreditation required in the role, including professional qualifications where appropriate.
14. Completing all work promptly to a high standard, in line with team requirements and ensures a high quality of work is consistently produced by the team displaying a high level of attention to detail.
15. Making constructive recommendations for change and improvement and assists in the implementation of all change.

#### Specific to role

16. Working closely with management to prioritise business, infrastructure and information needs.
17. Takes responsibility for querying and analysing data from relational databases and understanding data quality, data models, data dictionaries and data taxonomies.
18. Using a range of Machine Learning techniques (both supervised and unsupervised learning), Natural Language Processing, Optimisation and Cognitive Computing solutions to solve problems.
19. Analysing and interpreting complex digital data to discover knowledge and assist decision making.
20. Using visualisation techniques and dash-boarding tools to present information and findings (e.g., R Shiny, Power BI).
21. Assisting and advising supervisors on the development of innovative tools and on the use of these as part of risk-based supervision.
22. Using project management skills to achieve change, delivery milestones and by assisting others.
23. Building good working relationships with third part contractors and engaging proactively with Commission staff at all levels.
24. Writing production-grade code in Python, R and SQL.

#### 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 Division, Department or function.

*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.*