

Job Description

Name:	TBA
Title:	Project Manager
Division:	Risk and Operations
Reports to:	Deputy Director
Contract type:	Fixed Term Contract
Updated:	July 2025

Programme 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.

Over the course of the last two Three-Year Business Plans we have had a project which has investigated the depth of these issues and the interconnectedness between our systems and data. Following this we have now been able to fully consider and assess the Commission's needs, both now and in the future.

Going forward, the aim of the data transformation programme is to build a data and IT infrastructure that is fit for the future and enables the Commission to carry out its regulatory responsibilities, both now and in future, in a cost-effective and efficient manner. This new infrastructure will be built as a series of cloud-based, microservices underpinned by a data repository, building and extending on the foundations set by the Commission's new Applications and Authorisations Portal by adding new functionality to replace our existing legacy CRM systems before decommissioning these.

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. Providing Project Management services relating to the Commission's Data Transformation Programme.

Communication and Written Skills

4. Contributing to meetings clearly and effectively and demonstrating excellent problem-solving skills.
5. Demonstrating excellent communication and management skills to coordinate internal resources and third parties for the smooth execution of the project.

*Quoted from Mission Statement

6. Producing written work that is accurate, clear and concise, that can be relied upon as a Commission record.

Professional Excellence and Cooperation

7. 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.
8. 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.
9. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars.
10. 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.
11. 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, whilst achieving project milestones.
12. Making constructive recommendations for change and improvement and assists in the implementation of all change.

Specific to Role

13. Delivering the programme on time, within budget and scope.
14. Making feasible project plans and milestones, which achieve the objectives of the overall programme and align with the Commission's business plan.
15. Demonstrating an ability to get the best out of the people and the project. Teams should be working together towards the same objective.
16. Taking a leading role in the management of contractors and internal development staff.
17. Establishing and maintaining relationships both internally and externally with third parties. Demonstrating excellent stakeholder management and an ability to help manage change.
18. Using communication skills to address any changes to priorities and ensuring realistic schedules are developed and maintained to track progress.
19. Demonstrating the ability to measure project and programme performance using appropriate systems, tools and techniques, identify critical paths and report or escalate matters to senior management as needed.
20. Demonstrating a strong working knowledge of IT as required including the Microsoft Office suite.

21. Demonstrating an understanding of software development, on-premise infrastructure, data migrations, Dynamics 365, Azure and Cloud hosted platforms, microservices, APIs or data repositories.
22. Demonstrating familiarity with project management methodologies (e.g., agile, waterfall) and associated software tools (e.g., DevOps, JIRA, MS Project).
23. Working alongside other Project Manager(s) with the Programme Sponsor and Programme Manager, as well as Workstream Leads, Business Analysts, Developers, Data Scientists and end-users, and overseeing all user acceptance testing for projects within the scope of the overall programme.

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.