



Guernsey Financial  
Services Commission

## Job Description

Name:	TBC
Title:	Public Affairs Officer (Senior Analyst or Technical Specialist level)
Division:	Commission Secretariat
Reports to:	Director of External Affairs and Commission Secretary
Updated:	March 2026

### 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 with *protecting and enhance the Bailiwick's international reputation\** within the financial services sector in order to promote a *regulatory environment in which good firms do good business.\**
3. The post holder will support the Director General (“DG”), Director of External Affairs and Commission Secretary and other directors as required with their work preparing speeches and slides, meeting briefs, drafting media statements, supporting the public affairs remit of the Commission Secretariat Division. They will help position the Commission to ensure it is well placed to offer value to the Bailiwick, further to its statutory objectives.

#### Communication and Written Skills

4. Communicating in an accurate, clear and concise way, tailored as necessary to the audience.
5. Attending meetings and participating in a clear and professional manner.
6. Acting as a contact point for enquiries from licensees, regulators, auditors and other professionals. Cooperating and exchanging information with other third parties in a timely and effective basis. Representing the Commission at meetings with relevant parties.
7. Demonstrating a ‘can do’, positive attitude and representing the Commission to a professional standard.
8. Assisting the Director of External Affairs and Commission Secretary in the preparation of press releases and articles for publication and assisting with managing the Commission’s relationship with UK media.

\*Quoted from Mission Statement

9. Liaising with staff across all divisions and building a culture that encourages two-way discussions where information is shared at all levels.
10. Demonstrating pragmatic and timely decision making.

#### Professional Excellence and Cooperation

11. Taking responsibility for updating professional and technical knowledge and inspiring individuals and the team.
12. Representing the Commission in an official capacity both in the UK and locally, including making presentations to industry groups.
13. Assisting with the preparation and delivery of the Commission's engagement plan for UK stakeholders.
14. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars. Reading of technical publications and generally keeping up to date with developments within the industry and regulation.
15. Making constructive recommendations for change and improvement and assisting with the implementation of all change.

#### Specific to role

16. Drafting high quality papers making proper use of the English language.
17. Thinking about issues for the DG which he does not have time to research, presenting him with succinct facts and options having read several longer documents to produce the brief. A classic example of this might be digesting IOSCO papers and considering in consultation with Investment colleagues, if necessary, if there are any matters particularly pertinent to Guernsey or offshore jurisdictions on which the DG should focus and what approach we should adopt.
18. Preparing briefs for international and UK meetings in conjunction with PAs and policy specialists embedded in other parts of the Commission.
19. Interacting in a co-operative manner with other Commission officers; understanding all aspects of the role and how it contributes to the success of the Commission.
20. Understanding of the position the Commission occupies in the Bailiwick and the challenges and opportunities that brings.
21. Demonstrating the ability to undertake high quality research on a wide variety of subjects including technical and numerical analysis.
22. Demonstrating an ability to react quickly to events – producing high quality briefings at short notice.
23. Working closely with the DG, Director of External Affairs and Commission Secretary and Senior Management of the Commission to prioritise business and information needs.

24. Demonstrating excellent time management and prioritisation skills in order to meet deadlines. Communicating effectively with key stakeholders when conflicting deadlines arise. Being a self-starter who is able to take minimal instruction and produce high quality work in a timely and efficient manner.

#### Person Specification

The post holder will need to have or appear highly likely to be able to develop in short order:-

- A sharp intellect.
- A good political nose.
- Diplomatic skills.

#### 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.*