



## Job Description: Junior Case Officer

The JCRA is a small organisation and because of our size, roles can vary when circumstances change and the skillset of our team is applied to a range of tasks. We recruit like-minded people who work and learn together to deliver high impact, quality outcomes for the people of Jersey.

Jersey has high-value micro-economies, and decisions made by JCRA can have material local economic impact. The JCRA's activities and decisions are also highly visible and widely reported in the media. Details of the JCRA's recent activities can be found at the JCRA website: [www.jcra.je](http://www.jcra.je)

### These are the core values that drive how we work:

#### Trusted and Independent

We engender trust by making clear and proportionate decisions, being open and transparent and working for the public interest.

#### Collaborative and Considerate

We listen and engage with all stakeholders

#### Diverse and Inclusive

We promote diversity and equality inside and outside of our organisation by treating everybody with respect and dignity.

#### Proactive and Evidence Based

We seek to have maximum impact by holding a proactive, independent, non-judgemental and inclusive outlook.

#### Determined

We balance the use of soft and hard powers, are resolute in our decision making, while being innovative in our approach.

# 1. Job Overview:

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**Job title:** Junior Case Officer

**Line manager:** CEO

**Location:** 2nd Floor Salisbury House, 1 - 9 Union Street, St Helier, Jersey, JE2 3RF

## 2. Job Description

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### 2.1 Job Purpose

Reporting to the CEO, the Junior Case Officer will support the JCRA's competition and regulatory case work and conduct independent investigations into matters of competition and economic regulation, as directed.

The Junior Case Officer will work closely with local businesses and members of the public, to build relationships and offer advice, education and awareness of the local laws and rules that guide competition and economic regulation.

The JCRA's work bring it into contact with many stakeholders and its impact is quickly apparent. As a small organisation, the breadth of responsibilities is greater for the JCRA than for regulators in larger jurisdictions. Projects can require technical, economic, legal, financial and communications skills and all employees share their expertise with the rest of the project team.

The successful applicant will be required to live in Jersey.

### 2.2 Main Responsibilities

The principle responsibilities of the role are:

- Case Work: Supporting the project team with cases, to include
  - Producing written reports
  - Providing analysis of companies performance
  - Providing analytical support for market studies
  - Analysis of mergers and acquisitions
  - Supporting the analysis of pricing disputes
  - Collation of statistics
  
- Opportunities for training in competition and regulation will be provided to the successful applicant to support their development as Junior Case Officer.

# 3. Candidate Specification

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## 3.1 Qualifications / Requirements

- This post holder must be able to demonstrate the following skills and knowledge;
- The ability to take ownership of a varied caseload and make considered decisions
- Independently or escalating to the manager when appropriate.
- The ability to gain an excellent technical knowledge of competition and regulatory legislation in Jersey
- Strong analytical skills to apply complex regulations to a variety of circumstances.
- Credible and professional communication with a range of stakeholders.
- Educated to at least 'A' level standard or equivalent.

## 3.2 Attributes

- A hands-on, can-do attitude.
- High-quality reasoning and analytical skills, including the ability to grasp both technical and non-technical concepts.
- The ability to work under own initiative as well as within and alongside the rest of the team.
- A high level of self-motivation and commitment.
- Strong planning and time management skills.
- Strong communication skills (both written and oral).
- The ability to balance competing priorities.
- The ability to take ownership of a varied workload and make considered decisions independently or escalating to the manager when appropriate.
- Ability to engage effectively with all relevant stakeholder groups.
- Proven research skills that demonstrate an ability to think analytically.
- The desire to continue personal development and identify areas for personal improvement and skill gaps
- A high standard of integrity, impartiality, transparency and objectivity.