



# Job Description: Competition and Regulation Graduate 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)

If this role interests you, or you would like further information about the role, the Company, or what the JCRA can offer you, please email Vicky Barnes at [vicky@hrnow.je](mailto:vicky@hrnow.je) and send your CV to apply for this role. **The closing date for applications is 31 May 2022.**

## 1. Job Title

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**Job Title:** Graduate Case Officer

**Contract Type:** Permanent, full-time, with a training contract to support a relevant Master's degree.

The JCRA do accommodate flexible working where possible.  
30 days holiday, plus public holidays.

**Reports to:** The Authority has a collaborative matrix leadership approach with the Graduate Case Officer reporting to Senior Case Officers on a daily basis.

The Graduate Case Officer will also report to the CEO for the setting of overall objectives and performance reviews.

**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

Day to day reporting will be to the JCRA's [Senior Case Officers](#), the Graduate Case Officer is responsible for undertaking the JCRA's work under supervision of the Senior Case Officers within the competition law and regulated sectors in Jersey. Supported by the CEO and Senior Case Officers and colleagues, the role involves supporting major projects, contact for small projects and supporting senior case officers and other members of the team, as appropriate.

The work brings JCRA in contact with many stakeholders and its impact is quickly apparent.

As a Graduate Case Officer within the small organisation, the breadth of responsibilities you will develop is greater than for regulators in larger jurisdictions. The Graduate Case Officer will participate in meetings, workshops and attend training sessions to learn and develop. Projects can require technical, economic, legal and communications skills and the Graduate Case Officer will be responsible for supporting the Authority and the teams in delivering projects on time and within budget, under supervision of the Senior Case Officers.

## 2.2 Main Responsibilities

The Graduate Case Officer will be involved and gain experience in many areas of the competition law and regulated sectors, which include Ports, Post and Telecoms.

### **Economic Policy and Competition**

1. Take notes in meetings and support the Senior Case Officers with specific competition or sector specific cases or market studies.
2. Collect data and support with investigations or reviews of individual markets, products and services, in cases when it is thought that there are competition or possible licence condition contraventions.
3. Support liaison with the appropriate government department in areas of legislation or policy development, providing support in accordance with agreed project deadlines.
4. Support with any public consultations.

### **Regulatory Cases, Requests and Responses**

1. Support in leading and delivering, on time and to a high quality, all specific case work on JCRA regulatory projects in:
  - Competition, including mergers, acquisitions and market studies
  - Port Operations
  - Postal Services
  - Telecommunications

2. Develop a clear understanding of the diverse nature and subject matter of these different sector projects and drive all aspects of best practice regulation for the benefit of Jersey

The work could include, for example:

- Support mergers and acquisitions
  - Support competition investigations
  - Drafting of terms of reference for market studies
  - Support specific cases
  - Undertake economic analysis
  - Address competition complaints; public and business
  - Address regulation complaints; public, licensees
  - Drafting guidelines
  - Drafting of agreements with consultants or government departments
3. Support and prepare consultations, publications, including board papers, regulatory decision notices. This will involve gaining a firm understanding of the legal and regulatory obligations of the Authority and being sensitive to the political environment within which JCRA operates.
  4. As a valued member of a small team, you will be expected to be flexible and undertake/participate in other case work.

### **Stakeholder Management**

1. Present written work and presentations in a non-technical manner to help everyone understand the impact of the case work that is undertaken in this role. Act as a point of contact for specific case work for key stakeholders, including members of the public. Communicate effectively with high levels of direct stakeholder contact.
2. Act as a first point of contact with various government departments
3. Contribute towards raising the profile of the organisation by undertaking the necessary training and developing own contacts within Jersey and Channel Island organisations.

## **3. Candidate Specification**

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### **3.1 Qualifications / Requirements**

- A relevant degree, either in law, economics or equivalent. In addition, it would be advantageous if the post holder has;
  - Previous interest in regulation, or willingness to learn
  - Experience or understanding of economic analytics
  - Knowledge of systems and applications that can be used in project management
  - Strong analytical skills to apply complex regulations to a variety of circumstances
  - Proven ability to work in a team
  - Ability to learn and deal with issues or complaints and following this through to resolution, with support
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## 3.2 Attributes

- A hands-on, can-do attitude, bringing positive energy into the Authority.
- The ability to work under own initiative as well as within and alongside the rest of the team, forming lasting professional relationships with staff.
- The ability to work with a varied caseload and make considered recommendations independently and communicating this effectively to peers and managers
- A high level of self-motivation and commitment
- Strong planning and time management skills
- Credible and professional communication with a range of stakeholders
- The ability to balance competing priorities
- The desire to continue personal development and identify areas for personal improvement and skill gaps
- A high standard of integrity, impartiality, transparency and objectivity

### Note A

#### Background

The JCRA was established under the Competition Regulatory Authority (Jersey) Law, 2001, the telecoms and postal sectors are regulated by the JCRA, which is also responsible for administering and enforcing the Competition (Jersey) Law 2005.

### Note B

#### What can the JCRA offer the right candidate?

**Peers** – working with talented, supportive and engaging members of the team

**Flexible working** – working in a friendly officer environment or working from home where required

**Training** – competition and or economic post graduate support

**Board** – Ability to present to and engage with members of the Authority formally and socially

**IT** – Using the latest IT equipment and software packages

**Variety** – Working across various business sectors in Jersey; Competition Law and Market Studies, Ports, Post and Telecoms regulation

**Profile** – The opportunity of raising the personal profile of the successful candidate across a wide range of businesses and within the government of Jersey

**Social** – The opportunity to support the community or charitable organisations

**Making a difference** – using your skills to support Jersey consumers

**National** – The opportunity of working with Ofcom, CMA and other international bodies

**Reward** – Benchmarked basic pay, private health care, caring environment

## Note C

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.

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March 2022