
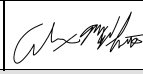


JOB DESCRIPTION FORM

POSITION (PID) #	101013				
IDENTIFYING INFORMATION			POST CERTIFICATION		
Post Title	Executive Secretary			Print Name	Signature Date
Present Grade	PS 28-30		Prepared By	Alexander White	 7 Sept 2022
Department	Privacy Commissioner		Post holder Reviewed		
Section	Non-Ministry		Dept. Head Agreed	Alexander White	 7 Sept 2022
POST STATUS			POST TRANSFER (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title	
				Previous Department	
Date	06 Sept 2022			Previous Section	
Cabinet Conclusion Ref	FY2022-23 Budget			Previous Number	
Last Review Date					
Panel Decision	Grade	Date	Signature	Previous Grade	
				Date of Transfer	

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. ADMINISTRATION OF THE EXECUTIVE OFFICES	35
2. EXECUTIVE SECRETARIAL DUTIES	35
3. CONSULTANCY AND CORPORATE SUPPORT SERVICES	20
4. GENERAL OFFICE DUTIES	10
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
<p>2.1 What specifically is this post accountable for?</p> <p>This post directly supports the work of the Privacy Commissioner and Deputy Privacy Commissioner. The post holder is accountable for providing a range of administrative, executive secretarial, consultancy, and corporate support services to the Privacy Commissioner to enable the discharge of the Commissioner's duties and responsibilities in an efficient and effective manner.</p>
<p>2.2 Briefly describe the level of decision making authority held by this post.</p> <p>The post holder is the first point of contact for the Privacy Commissioner and must exercise judgment in prioritising, summarising, and organising the affairs of the executive team. The post holder makes decisions in accordance with office policies and procedures and makes recommendations that relate to the human resources, financial, and operational policies and procedures.</p>
<p>2.3 To which position does this post report directly? Deputy Privacy Commissioner, with a dotted-line to the Privacy Commissioner.</p>

3. ESSENTIAL KNOWLEDGE & SKILLS
<p>List the key knowledge and skills required to fulfill the <i>minimum requirements</i> of the post under the following categories.</p>
<p>3.1 General Knowledge / People Skills (Soft Skills).</p> <ul style="list-style-type: none"> • High level of integrity and ability to maintain confidentiality in all matters that come to his/her knowledge • Good interpersonal skills with a professional service orientated approach in effectively interacting with customers both internally, as a team, and externally • Excellent time management and problem-solving skills

- Excellent communication skills (written and oral)
- Advanced ability to multi-task and be adaptable whilst working in a fast-pace environment
- Must be detail oriented and careful to verify documentation
- Able to learn quickly, retain and understand relevant information
- Demonstrated organizational skills and the ability to prioritize and plan work effectively
- Must be flexible and adaptable to working within a dynamic work environment
- Must be self-motivated and capable of delivering on work assignments with minimal supervision
- Have a flexible approach to the job and willingness to assist in other areas within the department
- Demonstrated ability to use sound judgment, tact, and initiative
- Ability to keep current with the Commissioner's mandate and industry standards through training and development

3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of particular legislation, processes, specialties, etc.

- Proficient in the use of Microsoft Office Suite of Products
- Skill in learning or applying efficiency and organisational tools and computer programmes
- Working knowledge of the Personal Information Protection Act 2016
- Familiarity with the Public Service Commissioner Regulations 2001 and Public Service (Delegation of Powers) Regulations 2001 and subsequent amendments, Financial Instructions, Conditions of Employment and Code of Conduct, and Bermuda Public Services Union Collective Agreement.

4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)

Based upon the above identified knowledge and skills, what is the minimum number of years' experience required to fulfill the duties of this post?

- No previous experience required
 Minimum one (1) year
 Minimum two (2) years
 Minimum three (3) years
 Minimum five (5) years
 Minimum ten (10) years

4.1 Identify specific experience.

This post requires a minimum of five (5) years relevant experience in a similar capacity.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOX)

- Secondary School Graduation Certificate
 Apprenticeship/College Certificate
 College Diploma
 Associates Degree
 Advanced or Specialist Qualification
 Bachelors Degree
 Masters Degree
 Professional Designation (Includes Chartered Status)
 Doctorate
 Other

5.1 Please list the title of the academic qualification / professional designation required:

The post holder must have successfully completed a Bachelor's degree in a relevant field, or its equivalent.

5.2 List any special licenses, registrations or certifications required for this job:

Relevant professional certifications or training will be considered an asset.

6.0 RESOURCES UNDER MANAGEMENT

6.1 Management and Supervision of Staff

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.

N/A.

6.2 Non-Staff Budget and Revenue Streams (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Has Direct Management Responsibility	<input type="checkbox"/> Is the Accounting Officer
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6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Less than \$500k	<input type="checkbox"/> \$500k to \$2m	<input type="checkbox"/> \$2m to \$10m	<input type="checkbox"/> \$10m to \$40m	<input type="checkbox"/> Greater than \$40m
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6.3 Infrastructure for Vital Government Services (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)

6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?

<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes. Has Direct Management Responsibility	<input type="checkbox"/> Yes. Is Ultimately Responsible
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6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?

<input type="checkbox"/> Low Impact: Mainly internal to Government	<input type="checkbox"/> Medium Impact: Mainly internal to Government	<input type="checkbox"/> High Impact: Mainly internal to Government
<input type="checkbox"/> Low Impact: Bermuda-Wide	<input type="checkbox"/> Medium Impact: Bermuda-Wide	<input type="checkbox"/> High Impact: Bermuda-Wide

7. Additional Information

- Applicants who possess the following may be considered for the post in lieu of the completion of a Bachelor's or equivalent qualification: a minimum of ten (10) years of relevant experience with minimum supervision in a similar environment.
- It may be necessary from time to time for the post holder to work beyond the normal working hours. The post holder must be able to work unsupervised, act on their own initiative, and work irregular or unscheduled hours in order to manage the unique mandate of the office.
- The duties described herein provide the general nature and level of work performed by the post holder. It is not intended to be an exhaustive list of all responsibilities and skills required of this post. Actual assigned duties may differ due to the varying needs of the Office of the Privacy Commissioner.
- Successful completion of an enhanced security vetting and a register of interests is a requirement for this post.

DUTIES AND RESPONSIBILITIES OF THE POST

8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST

(Please use the same Headings for Main Duties as Listed in Section 1.0)

8.1 Administration of the Executive Offices

- 8.1.1 Performs a wide range of administrative duties for the Privacy Commissioner and Deputy Privacy Commissioner ("executive officers") to enable the discharge of duties and responsibilities in an efficient and effective manner.
- 8.1.2 Ensures the implementation and maintenance of administrative policies and procedures related to the executive officers and ensures that other officers are aware of and adhere to the established policies.
- 8.1.3 Acts as the focal point for all correspondence and key documentation for the Privacy Commissioner and ensures they are brought to attention in a timely manner. Maintains and manages correspondence, and relays or forwards instructions to officers as required. Ensures that documentation is prepared for and signed by the Privacy Commissioner.
- 8.1.4 Leads project management process to follow up on the status of strategic plans, projects, assignments, directives, etc., and reports the status to the executive officers. Ensures approval and signature process is completed according to policies and procedures.

8.1.5 Liaises with Ministers, Permanent Secretaries, heads of department and other business or community leaders on behalf of the executive officers.

8.1.6 Undertakes any other associated duties, as requested by the executive officers.

8.2 Executive Secretarial Duties:

8.2.1 Provides executive secretarial support to the Privacy Commissioner and Deputy Privacy Commissioner. Such duties will at times include managing organisational systems, drafting documents, and the secure handling of confidential correspondence related to sensitive matters such as advisory matters, reports, agendas, minutes of meetings, general correspondence, etc. Drafts correspondence on behalf of the executive officers. All typing undertaken must be proofread for accuracy and correct presentation before presenting for review and signature.

8.2.2 Maintains the executive officers' appointment diaries, including checking availability and timely responses to invitations and telephone calls. Organises, schedules, and provides briefings and advice on meetings to ensure the executive officers are rarely surprised. Attends meetings with the executive officers and undertakes note-taking.

8.2.3 Makes travel arrangements, including airline and hotel reservations, for the office, when staff are traveling on official business. Submits the necessary purchase orders for approval and processing in respect to the travel arrangements and maintains a record of the itinerary so that the staff member can be contacted at any time, if needed.

8.2.4 Reviews and prepares personnel files for office staff to ensure all personnel records are kept up to date.

8.2.5 Sets up and secures files and maintains them as active and removes for longer term storage when inactive or complete.

8.2.6 Undertakes any other associated duties, as requested by the executive officers.

8.3 Consultancy and Corporate Support Services:

8.3.1 Provides consultancy services internally to analyse office programmes and management practices for improvements. The post holder will lead various projects, as required, which may include strategic and operational business planning, programme analysis, operational audits, drafting guidance documents, editing policy and procedure manuals, and financial controls.

8.3.2 Develops frameworks and analytical approaches to guide managers in the identification of problems and to recommend effective and efficient ways of performing core business tasks. Applies a strategic lens to review of issues.

8.3.3 Conducts evidence-based research into best management practices and relevant practices of other jurisdictions.

8.3.4 Handles general inquiries and assists the public as and when directed.

8.3.5 May be required to perform the duties and responsibilities of senior staff in their absence, such as while on leave or while a position is vacant

8.3.6 Drafts job descriptions, ensuring posts align with the office's organisational structure. Prepares Grading Summary reports and comparisons across the public service.

8.3.7 Prepares executive summaries and associated briefing notes on a variety of topics for the purpose of aiding executive officers' understanding and facilitating decision-making.

8.3.8 Undertakes any other associated duties, as requested by the executive officers.

8.4 General Office Duties:

8.4.1 Supports the business units of the office at the request and under the direction of senior staff (Assistant Commissioners), performing a variety of administrative tasks relating to operations, engagement, and investigations.

8.4.2 Reviews accounting documents and annual reports to ensure compliance with Financial Instructions.

8.4.3 Undertakes research and/or special projects in connection with office or financial matters, as requested. Prepares and submits reports and associated correspondence within the respective timelines.

8.4.4 Coordinates inter-unit projects across the office, facilitating communication and integrating work streams. Serves as an honest broker, representing both sides of complex issues while maintaining objectivity.

8.4.5 Undertakes any other associated duties, as requested by the executive officers.