



ISLE OF MAN GAMBLING SUPERVISION COMMISSION

Barrantee Oaseirys Karrooghys Vannin

JOB DESCRIPTION

JOB TITLE:	Legislation & Policy Specialist
JOB GRADE:	Manager
REPORTS TO:	Director - Licensing & Compliance
PURPOSE OF THE JOB:	
<p>The Isle of Man Gambling Supervision Commission (the "GSC") is responsible for the licensing and regulation of land-based gambling operators (such as the casino, betting offices, controlled machines and society lotteries) as well as the online gambling sector which has grown significantly in recent years.</p> <p>The GSC adopts a risk-based approach to supervision. It engages with gambling operators to ensure that compliance requirements are clear and well understood and takes proportionate, effective and dissuasive action in respect of compliance failings.</p> <p>The role of Legislation & Policy Specialist is a technical specialist role that would not generally include line management duties however this may be required from time to time. The post holder will work closely with the GSC's senior management team and will be responsible for delivering and maintaining (either personally or through planning and advising others) a broad range of legislation and policies.</p> <p>The post holder is also required to promote the culture and values of the GSC by demonstrating a high standard of conduct, integrity and professionalism at all times. The post holder will ensure that the GSC upholds core principals to which it aspires through the efficient delivery of risk-based and proportionate legislation and policy.</p>	
MAIN DUTIES AND KEY ACCOUNTABILITIES:	
<p>In undertaking all duties of the post, the post holder will be expected to-</p> <ul style="list-style-type: none">• Always demonstrate a high standard of conduct, integrity and professionalism;• Build strong working relationships with all key stakeholders;• Manage potential conflicts and work with all parties to ensure an effective and mutually agreeable outcome;• Be an ambassador of the GSC and promote its vision and values;• Deliver a high standard of internal and external service;• Provide support and guidance to colleagues in respect of GSC legislation and policy. <p>1. Service Delivery</p>	

The post holder will be accountable for the GSC's delivery of -

- Project work relating to the development of legislation and policy;
- Miscellaneous project work that may be required;
- Maintenance of existing legislation and policy; and
- Membership and contribution to working groups and international evaluations (e.g. MONEYVAL).

The types of legislation and policy will be varied and will include -

- Regulatory powers for licensing, supervision, enforcement and appeals;
- Anti-money laundering and countering the financing of terrorism; and
- Corporate governance requirements.

2. Management of Staff and Resources

The post holder will not typically have any direct reports although this may be required on occasion such as covering for absent colleagues that are or when resources are assigned to projects led by the post holder.

3. Representation and Corporate Contribution

The post holder will be required to represent the GSC at forums, committees and working groups relating to legislation and policy. This will include will involve some public speaking and occasional international travel. In doing so the post holder is expected to act as a committed ambassador of the GSC and the work that it strives to achieved

4. Provision of Advice

The post holder will be a source of information and advice regarding non-routine and particularly complex matters, primarily those regarding new or developing legislation and policy.

5. Implementation and Maintenance of Policy

The post holder will be responsible developing and maintaining legislation and policy in accordance with the GSC's strategic aims and objectives. Delivery may include the planning and delegation of particular projects or aspects of the role.

The post holder will also be expected to advise the senior management team on the broader impact of policy updates such as potential conflicts against legislation and licence holder impact.

6. Leadership (and Strategic Direction)

The post holder is not responsible for providing leadership to the division. The post holder will work closely with the senior management team.

7. Performance Management and Improvement

All employees have a personal responsibility for their own performance management. The post holder will be expected to contribute to their annual performance development review and interim performance reviews.

8. Health and Safety



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The post holder will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks or near misses to a responsible manager and/or the Health and Safety Officer of the GSC.

The post holder shall perform such duties and observe and conform with such reasonable instructions as the Department or Board, or person duly authorised by the Department or Board, may from time to time give.

This Job Description is intended to be a guide to the general scope of duties and not a rigid inflexible specification, it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.