



ISLE OF MAN GAMBLING SUPERVISION COMMISSION

Barrantee Oaseirys Karrooghys Vannin

JOB DESCRIPTION

JOB TITLE:	Inspector – General Supervision
JOB GRADE:	Inspector (GIN 2.1 - 2.7)
REPORTS TO:	Senior Inspector
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 the Inspector may include a broad range of tasks from managing a portfolio of operators, ensuring compliance with the GSC’s regulatory framework and in inspections and remediation actions as a result of inspections. An Inspector is expected to work collaboratively with other teams as necessary.</p> <p>All Inspectors are required to promote the culture and values of the GSC by demonstrating a high standard of conduct, integrity and professionalism at all times and will be expected to maintain professional and constructive relationships with all stakeholders under the direct supervision of the Senior Inspectors within the GSC.</p> <p>The post holder will be expected to develop an in-depth understanding of the GSC’s regulatory framework, the gambling sector and to develop areas of specialism where they have a particular skill-set or where industry developments warrant additional focus.</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;• Be an ambassador of the GSC and promote its vision and values;• Deliver a high standard of internal and external service. <p>1. Service Delivery</p> <p>The post holder will be required to-</p> <ul style="list-style-type: none">• Manage licence changes, including submitting papers and recommendations to the Board of the Commission;• Take part in supervisory oversight and inspections of operators, including the production of timely and accurate reports;• Review corporate documents, financial reports and statistics to ensure compliance with the GSC’s regulatory requirements;	

- Manage relationships with assigned operators;
- Provide advice and guidance to operators and members of the public;
- Maintain accurate records on the GSC's systems;
- Work collaboratively with other teams;
- Assist with ad hoc tasks and projects as identified by senior management;
- Provide management information, reports and escalate serious matters to senior management, as required.

2. Representation and Corporate Contribution

The post holder will be expected to represent the GSC in Commission Hearings and may, on occasion, be asked to participate in forums, committees, working groups or events. Nonetheless it is expected that the post holder will be a committed ambassador of the GSC and the work that it seeks to achieve.

3. Provision of Advice

The post holder will often be the first point of contact for information and advice to their assigned operators and on occasion, members of the public or to anybody seeking advice on routine elements of the department's work and standards. Inspectors will be expected to deal with routine queries in a professional and thorough manner. Non-standard legal or policy questions should be escalated to a Senior Inspector or Technical Specialist.

4. Implementation of Policy

The post holder will be responsible for understanding and implementing GSC policies and procedures in accordance with the approved GSC framework. The Inspector will not be responsible for the drafting of GSC policies however their input to help the GSC continually improve its effectiveness is expected.

5. 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.

6. Health and Safety

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.