

## **JOB SPECIFICATION – EXECUTIVE DIRECTOR - GAMBLING DIVISION**

Grade: Special Grade – GDC Contract

Title: Executive Director, Gambling Division.

Reports to: Minister with responsibility for gambling/Gambling Commissioner(s).

Job Profile: The Executive Director of the Gambling Division will have overall responsibility for the effective operations of the Gambling Division. This includes the oversight of the licensing and regulatory sections, the development of relevant policy, guidance and codes of practice, representing the Division within and outside Gibraltar, the technical assessment of applications for or to vary gambling licences, the management and application of gambling regulations and the evaluation of complaints and investigations, providing advice on such matters to the Gambling Commissioner(s), the Minister for Gambling and third parties as required.

The main duties and responsibilities of the post are as follows:

- Provide strategic leadership for the Gambling Division to ensure Gibraltar remains recognised locally and internationally as a 'first tier' licensing and regulatory jurisdiction.
- Ensure that the principles and responsibilities of the Gambling Act and other relevant legislation are applied by the Gambling Division.
- Provide professional advice and support to the Minister for gambling (the Licensing Authority) in the exercise of its statutory responsibilities.
- Liaise with and keep informed the Gambling Commissioner(s) appointed to advise the Executive Director and Minister for Gambling.
- Provide day to day leadership and senior management responsibility for the efficient and effective operation of the Gambling Division.
- Provide professional advice and support to the lead officers for licensing and regulation.
- Ensure the development and implementation of policy and operational procedures to meet and deliver departmental and statutory obligations and Government policy.
- Represent the Gambling Division within and outside Gibraltar, making public presentations as necessary.
- Liaise with and advise interested third parties, including lawyers, regulators, law enforcement agencies and the media on relevant licensing and regulatory matters.
- Ensure that systems and processes are developed and in place to deliver sound and reasoned recommendations for the relevant decision makers.
- Develop knowledge of the gambling industry, gambling licensing and regulatory practices in other jurisdictions and constructive working relationships with relevant authorities and organisations.
- Ensure resources are used to achieve efficiency and value for money.
- Any other duties as directed by the Minister for Gambling commensurate with the role.

**PERSON SPECIFICATION – EXECUTIVE DIRECTOR - GAMBLING DIVISION**

| <b>CRITERIA</b>                  | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>  |
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| <b>Qualifications</b>            | Graduate level qualification.<br>'A' level education.  | Relevant professional qualification.<br>Management qualification.   |
| <b>Experience</b>                | Employment in a senior post working at or in support of executive management.<br><br>Minimum of 5 years management or compliance experience in the remote gambling industry or the gambling industry and an associated or relevant sector.   | Experience in a variety of roles within more than one relevant industry sector.   |
| <b>Knowledge</b>                 | An in depth understanding of the systems, methods and operating arrangements of the remote and non-remote gambling industry.<br><br>An understanding of the international structure and arrangements of the remote and non-remote gambling industries.<br><br>An understanding of compliance and enforcement principles in the gambling industry.  | Understanding of the Gibraltar Gambling Act and regulations and associated legislation.<br><br>An understanding of public administration and policy processes and accountabilities.<br><br>Understanding of law enforcement and legal procedures.   |
| <b>Key Skills and Behaviours</b> | Very strong oral and written communication and influencing skills at operational and executive levels, in particular, the ability to develop and write relevant policy papers and reports.<br><br>Very strong oral and written presentational skills at operational and executive levels, including group and public presentations.<br><br>Unquestionable integrity and a track record of sound judgement and decision making.<br><br>Able to competently represent the Division and jurisdiction at all levels up to and including government ministers.<br><br>Able to exercise leadership and management responsibility for the effective functioning of the Gambling Division.<br><br>Able to analyse complex problems and develop practical solutions, seeing through | Regular preparation of written reports and handling of detailed correspondence.<br><br>Leadership role where visibility was required.<br><br>Accredited by independent body to meet professional standards.<br><br>Board level reporting experience.<br><br>Previous direct responsibility for a significant team or function.<br><br>Investigative, litigation or audit experience to reporting and closure stage. |

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|                                  | <p>their implementation.</p> <p>Able to lead and contribute within small teams, developing the trust and confidence of partners and peers.</p> <p>Professional and personal credibility with colleagues, officials, operators and regulators.</p> <p>Able to work under sustained pressure and meet set deadlines.</p> |  |
| <p><b>Other requirements</b></p> | <p>Available to work outside the jurisdiction for extended periods.</p> <p>Available to work extended and irregular hours, 'on call' as may be required.</p>   |  |