

JOB SPECIFICATION – DIRECTOR OF LICENSING AND REGULATION - GAMBLING DIVISION

Grade: Special Grade – GDC Contract

Title: Director of Licensing and Regulation, Gambling Division.

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

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

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

- Support and represent the Gambling Commissioner to ensure the Gambling Division remains recognised locally and internationally as a ‘first tier’ licensing and regulatory authority.
- 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 Licensing Authority in the exercise of its statutory responsibilities.
- Provide day to day leadership and exercise direct management responsibility for the efficient and effective operation of the Gambling Division.
- Develop 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.
- Review and support colleagues on the application of and compliance with gambling regulations.
- Review and support colleagues on the management of consumer or other complaints about gambling services.
- Review and support colleagues on applications for or to vary gambling licences.
- Develop knowledge of gambling licensing and regulatory practices in other jurisdictions and constructive working relationships with equivalent authorities.
- Ensure resources are used to achieve efficiency and value for money.
- Any other duties as directed by the Gambling Commissioner/Minister commensurate with the role.

PERSON SPECIFICATION – DIRECTOR OF LICENSING AND REGULATION - GAMBLING DIVISION

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

	<p>Able to analyse complex problems and develop practical solutions, seeing through 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>	
Other requirements	<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>	