
JOB SPECIFICATION

DEPARTMENT: Gibraltar Financial Intelligence Unit
POST: International Liaison Officer - Grade III
RESPONSIBLE TO: Intelligence Manager

JOB PROFILE

The role demands a high degree of integrity, as the post-holder has access to sensitive intelligence. The role will be pivotal in the development of GFIU capabilities and the support of GFIU management. The International Liaison Officer is the Single Point of Contact for operational matters relating to international engagement, as identified by the Director.

To improve, manage and develop FIU capability, securing access to the widest range of financial intelligence through international engagement the post-holder will build on Gibraltar's excellent international reputation through wider engagement with international AML/CTF/CPF bodies.

The main functions of the post are as follows:

1. Manage and ensure the effective use of the Egmont Secure Web (ESW) for the exchange of financial intelligence. Oversee the future development of the ESW and integration with GFIU's IT systems.
2. Promote and encourage the spontaneous exchange of financial intelligence.
3. Provide support to staff to ensure competency in ESW use throughout the FIU.
4. Peer review SAR development and operational analysis to ensure that maximum and appropriate use of international information exchange opportunities are being achieved.
5. Respond to questionnaires, research requests, development of Memorandum of Understanding, read and research all Egmont publications and white papers, harvesting FIU learning and sharing that learning as appropriate and through making recommendations for change to the GFIU's management. Manage and seek assistance from the Financial Intelligence Support Officer
6. (FISO) to conduct data gathering exercises, such as feedback on use of intelligence.

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7. Coordinate FIU participation and contribution to Egmont projects, advise and support the Operations Manager and Director as required.
 8. Manage the ECOFEL e-Learn platform, monitoring staff engagement and identify suitable online training and development for staff. Promoting the excellence and leadership ethos of ECOFEL.
 9. Manage, monitor and compile, when required, FIU responses to the Egmont Biennial Census.
 10. Manage and support the Director for the delivery of Egmont's Europe II regional plan.
 11. Build relationships with Financial Intelligence Units and International organisations such as Egmont, IACCC and EFIPPP to access the widest range of financial intelligence that will support operational analysis and the development of cases of money laundering and terrorist financing.
 12. Promote a high level of focus on international engagement.
 13. Maintain related statistics and regularly report outcomes to the Director of the GFIU and to make recommendations for improvement.
 14. Participate in Quad Island Forum as required, particularly in matters of international information exchange practices.
 15. Deliver engaging talks and presentations to a professional audience, such as the Egmont Group and the IACCC.
 16. Undertake AML/ CFT/ CPF educational presentations to financial institutions and the regulated sector.
 17. Provide management reports and regular updates at GFIU meetings.
 18. Complete administration procedures, ensuring that all processes relating to the handling of information are carried out in a prompt and efficient manner.
 19. Be prepared to travel overseas for intelligence gathering, training purposes or involvement in international forums such as Moneyval, Egmont Group and IACCC.

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20. Commit to personal development including attending both a Financial Intelligence Officer's course, and where necessary, undertaking specific projects of relevance to the effective running of the GFIU.
 21. Be a committed ambassador of the GFIU and the work that it seeks to achieve. The post holder may have to liaise with political representatives, other FIUs and external law enforcement agencies.

PERSON SPECIFICATION – INTERNATIONAL LIAISON OFFICER- GRADE III

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	Five GCSE's or equivalent (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, two of which must be in GSCE English Language and Mathematics.	Educated to degree level on any political science or interdisciplinary subject, such as International Relations or Geopolitical Studies.
Experience:	Advanced use of Microsoft Office suite (Excel, Word, PowerPoint, etc.) Experience of financial services, intelligence techniques and analysis.	
Knowledge:	Experience of working with limited supervision; planning and prioritising own workload and making multi-factor decisions. Experience of applying analytical thinking and assessment techniques to assess large amounts of information and intelligence, establishing rationale for analysis, and applying critical thinking methodologies. Experience of writing reports and compiling assessments that articulate analytical findings to inform strategy, policy, and operational activity. Experience of presenting and communicating clearly and succinctly in a style that may be presented to a range of partner agencies and the financial sector.	An in-depth understanding of information flows. Understanding of blockchain technology and cryptocurrencies. Willingness to learn and work with a range of IT applications, including some specialised data collection, analysis, and presentation tools. Fluency in at least three languages would be advantageous
Key Skills and Behaviours:	Good inter-personal skills with the ability to work as part of a team, challenging in a constructive manner.	Ability to develop technical specifications that can be used to negotiate with third party suppliers or for in-house development.

<p>Key Skills and Behaviours (cont):</p>	<p>The ability to establish and maintain good working relationships at all levels both within and outside the GFU.</p> <p>The ability to demonstrate excellent communication skills in English, both written and oral, in a concise, factual, and unambiguous manner, taking account of the needs of the intended reader(s)/ audience.</p> <p>Ability to deliver talks/presentations to a large professional audience.</p> <p>Effective own time management and demonstrate organising ability, which prevents other resource effort from being wasted.</p>	
<p>Additional Information</p>	<p>Possess the appropriate level of integrity at all times.</p> <p>Due to the nature of the role, the post-holder will be subject to the relevant security vetting prior to taking up the post.</p> <p>The post-holder must maintain confidentiality and trust at all times and on all matters and may be required to deal with issues of a very sensitive and/or confidential nature.</p> <p>In-house training will be provided where considered relevant and appropriate.</p>	

Note: There may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.