

JOB SPECIFICATION

JOB TITLE: GDC Grade 5 - Head of Operations

DEPARTMENT: Gibraltar Financial Intelligence Unit (GFIU)

RESPONSIBLE TO: Director of Gibraltar Financial Intelligence Unit

JOB PROFILE:

This role demands a high degree of integrity, as the post holder has access to sensitive information. The role will be pivotal in the ongoing development of GFIU capabilities, increasing the efficiency and effectiveness of the various roles within the GFIU.

The main functions of the post are as follows:

- To ensure administrative aspects of the disclosure system are dealt with promptly and efficiently in support of the Proceeds of Crime Act 2015 and the Terrorism Act 2018. This includes the receipt and analysis of suspicious activity reports (SARs) by:
 - a) Analysing the data and identifying potential criminal activities.
 - b) Conducting research and compiling Intelligence Reports for dissemination to domestic and foreign law enforcement agencies or to foreign FIUs.
 - c) Supervising the operational function of the GFIU.
- Be responsible for the managing of the daily operational duties performed by the GFIU Officers, setting personal development and targets for the team by ensuring that the workload is prioritised, evenly allocated and actioned accordingly.
- To ensure that any completed financial profile or intelligence package produced is reviewed and authorised for dissemination or allocation to another agency or shared with other FIUs.
- Assist the Director of GFIU in developing strategic priorities and objectives to combat Money Laundering, Terrorist Financing and Proliferation financing.
- To keep abreast of current and relevant trends and patterns in money laundering and associated crimes and develop tactical and strategic analysis.
- Be responsible for motivating and engaging staff to ensure that the work is conducted in a timely manner and when necessary, make improvements to the workflows and processes.
- The post holder may from time to time be required to act for the Director of GFIU.

- To liaise with and gather intelligence from other Financial Intelligence Units; domestic and foreign law enforcement agencies; and other agencies to ensure the exchange of mutually beneficial information and appropriate level of co-operation in financial investigations.
- Build strategic relationships with other Financial Intelligence Units, Law Enforcement Agencies and Competent Authorities.
- Represent the GFIU in committees, forums or other bodies that are relevant and influential to the present and future needs in the area of anti-money laundering, terrorist financing and other financial crime as and when required.
- To ensure that only authorised information is released in compliance with the Data Protection Act 2004, GDPR and the GFIU Protective Marking Scheme Policy.
- The post holder may be required to carry out other duties as may be required within the scope of the administrative functions of the GFIU including the supervision of the office accounts.
- Ensure the preparation and execution of the administrative tasks of the unit, e.g. Estimate Submissions, etc. are conducted diligently and in a timely manner.
- Undertake any other duties as directed by the Director of the GFIU.

PERSON SPECIFICATION – GDC GRADE 5 – HEAD OF OPERATIONS

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	Applicants must possess five GCSE passes or equivalent at grades A-C or Grades 4-9, two of which must be in English Language and Mathematics or an equivalent or higher qualification such as a University degree which supersedes these qualifications (a degree or equivalent qualification used in lieu of English and/or Mathematics at GCSE must demonstrably be shown to contain enough content in this respect in order to qualify) and/or; A Degree in Law, Accounting or other similar relevant qualification or higher. In the absence of a qualification suitable experience must be demonstrated and/or; Professional qualifications in Money Laundering, Terrorist Financing, Intelligence or similar relevant qualification.	Accredited qualification in Management or in Accounting or other related field. Chartered Institute of Professional Development (CIPD) Certificate on Management Interpersonal Skills as offered by the Department of Personnel & Development as part of its Management Training Programme: • Essential People Skills for the Manager • Management Interpersonal Skills • Developing the Strategic Manager • Grievance, Discipline & Dismissals
Experience:	A minimum of 3 years' experience in managing a team. Experience of criminal investigations, intelligence gathering techniques and a clear understanding of the National Intelligence Model (NIM). A proven record in working on matters requiring a high level of responsibility and confidentiality. Substantive experience in supervising, leading and managing staff. A broad experience of working at a senior level on administration, budgetary and accounting matters. Experience in the formulation of policy papers, policies, procedures and reports	Experience of financial services, intelligence analysis, or a related field. Experience working in or with international organisations (e.g. FATF, UN, EU). Ability to work with commercial experts to engage effectively and intelligently with other stakeholders to improve service delivery Experience in working with different Government Department, Agencies and Authorities and engaging with Ministers and senior officials. Relevant experience in the management of Government financial and administrative processes. Relevant experience of Civil Service procedures and in interpreting and applying complex legislation.
Knowledge:	A sound knowledge of the relevant legislation including the Proceeds of Crime Act 2015, Crimes Act 2011, the Criminal Procedures & Evidence Act 2011, the Terrorism Act 2018 and the Sanctions Act 2019.	Fully conversant with Government's Financial and Supply Management accounting applications (P2P, S2C, FSM, etc). Thorough knowledge of Government accounting procedures, Accounting

		Instructions, General Orders, IT code, Industrial Regulations and other Government Regulations, with particular understanding of Chapter 2 in General Orders on attendance, Conduct and Discipline. A sound knowledge of the Pensions Act.
Key Skills and Behaviours:	The ability to demonstrate excellent communication skills in English and Spanish, both in writing and orally, in a concise, factual and unambiguous manner, taking account of the needs of the intended reader(s)/audience. Excellent analytical skills with an aptitude for developing innovative solutions to complex issues. A working knowledge of IT systems with experience in Microsoft Word, Excel and Outlook and analytical software applications. Training and presentation skills including the use of PowerPoint. Effective own time management and demonstrate organising ability, which prevents other resource effort from being wasted. Confidence, resilience and ability to work under pressure. Have excellent communication skills, both verbal and written. Demonstrate a high standard of leadership and team building qualities including motivating, coaching and mentoring. Possess effective judgement, initiative and ability to make sound decisions. Ability and willingness to speak publicly and deliver presentations/seminars to large groups, including senior officials and Ministers, when required. Ability to plan, organise and prioritise work effectively without close control or intervention by the Senior Officer/Head of	Ability to proactively develop effective working relationships with colleagues, partners and others.

	Department in order to meet tight deadlines and departmental needs. Excellent analytical and numerical skills and the ability to identify documents, detect errors and omissions. Ability to evaluate and scrutinize documents and detect any possible wide ranging implications. Able to approach a wide range of problems, innovate and develop creative solutions, particularly in respect of complex or sensitive issues. Ability to manage and monitor data to ensure optimum efficiency and performance.	
Other Requirements:	An ability to travel and work flexibly. Possess the appropriate level of integrity at all times. The post-holder will be subject to the relevant security vetting prior to taking up the post. Substituting for higher grade when required. Available to work, on occasions, as required, after normal working hours.	Available to attend a number of courses as part of skills development whilst in post.

Note: The above list is not exhaustive and other duties commensurate with the rank and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.