

Job Description

Ministerial Political Adviser

DEPARTMENT:	Executive
POSITION TITLE:	Ministerial Political Adviser
REPORTS TO DIRECTLY:	The Minister

PURPOSE OF THE POSITION

To provide support to the assigned Minister in the conduct of research, policy analysis and communications strategy, with a focus on the political considerations that may be relevant to these areas of the Minister's work in the Ministry.

SCOPE OF RESPONSIBILITIES AND DELIVERABLES

1. Serving as a conduit between Ministers' political agenda and his/her public service agenda. In doing so, he/she will work with the Permanent Secretary to ensure that there is a clear distinction between the two roles.
2. Meeting with Permanent Secretaries to discuss the advice being put to Ministers.
3. Providing, in the context of the purpose of the position, research, strategic analysis and advice to the Minister in his or her Ministerial role by:
 - gathering critical information in order to provide expert advice and consultative services on issues
 - reviewing papers, proposals and other subject matter going to the Minister, drawing attention to any political considerations that the Minister should take into account in his/her decision making
 - "devilling" for the Minister, and checking facts and research findings from a party political viewpoint
 - liaising and consulting with relevant stakeholders, to obtain information, to seek advice and to assist the Minister.
4. Ensuring Ministers' political direction is developed and communicated to his/her constituents; keeping a close check and monitoring political interest within the community; and taking part in political reviews that may be organised within the community as necessary.
5. Providing political content to communication that is being issued by Ministers in a political space and representing the views of the Ministers to the media on the direction of the Minister.
6. Working with other Ministerial staff to complete assignments from the Minister as necessary.
7. Managing information requirements for tasks in accordance with the purpose of the role.
8. Providing the support necessary to coordinate briefing and submissions material by reviewing, analysing and coordinating briefing material, notes, background material, speeches, Ministerial correspondence, submissions, and other information submitted to

the Minister and provide feedback to the Minister. Any instructions to Public Officers for assistance in this role should be made through the Authorised Officer.

9. Establish and maintain effective communication links between the Minister and stakeholders.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be knowledgeable about the national, territorial and domestic political environments and other Governments' positions and policies and be capable of assessing possible implications for the Government of the Virgin Islands and the areas within the Minister's portfolio.
- Must be able to apply this knowledge in a rapidly changing and challenging environment.
- Must be creative, focused on offering solutions and work well in a team environment.
- Must have an ability to analyze, evaluate and interpret a wide range of information including legislation, policies, territorial and departmental initiatives, Cabinet direction, financial data, legislative proposals and strategic plans and apply it within the unique socio-political environment of the Virgin Islands.
- Must have knowledge of project management and an ability to manage large and small projects from pre-planning to implementation and evaluation.
- Must have superior verbal and written communication skills.
- Must possess an ability to build and maintain a good working relationship with colleagues throughout the Government of the Virgin Islands, and with partners of other Governments and organizations.
- Must possess knowledge of issues related to Virgin Islands.
- Must have the ability to communicate effectively, accurately and professionally.
- Must have knowledge of negotiating and be a strong communicator with diplomatic skills.
- Must have strong strategic-thinking skills and judgment, as well as a demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Must have strong computer skills including the ability to work with a wide range of computer applications including word processing, spreadsheet and presentation software.
- Must be able to work to deadlines and respond effectively to frequently changing deadlines.
- Must be able to work in highly stressful situations.
- Must be self-directed, display initiative and be creative. The incumbent is expected to work both as a team member and independently with minimal supervision.

QUALIFICATIONS AND EXPERIENCE

Completion of a Master's level degree with five years of experience, or a Bachelor degree and ten years of progressive experience in relevant planning, management and/or analytical positions.