



## Job Profile: People & Culture Administrator

### About us

We supervise the island's financial services industry for compliance with both conduct and prudential requirements, and under the anti-money laundering (AML), countering financing of terrorism (CFT), and countering proliferation financing (CPF) framework.

The JFSC is one of the few regulators globally to benefit from the Regulator and the entity Registrar operating under a single financial services commission.

### Division: People & Culture

People & Culture's primary function is to support our people to perform to their best by developing and deploying all our people activities such as recruitment, advice, payroll and development. We support the JFSC to be a high performing regulator by creating a learning culture where our people managers and leaders are inspirational and foster a high performing environment where our people thrive.

### Team: People & Culture Administration

You will be the first line of response for all employee life cycle related processes and queries, including but not limited to recruitment, pay & benefits, onboarding and learning. You will interact with employees, managers, People & Culture Business Partners, and third-party suppliers.

### Your Role: People & Culture Administrator (35 Hours Per week/ Permanent/Fulltime)

Your competencies for this role will help you **deliver the following outcomes:**

- › Effective delivery of all employee life cycle tasks/queries, providing pro-active advice and support on HR and recruitment matters.
- › Effective delivery of activities, including mailbox management, is completed in line with agreed processes, SLA's and KPI's for quality, timeliness, and efficiency.
- › Delivery of high-quality data entry, record keeping/filing system that is compliant with the law and helps build insight into trends and improve business integrity.
- › Actively contribute to continuous improvements to internal working practices and procedures.

- › Actively support the People Strategy and relevant projects that underpin the JFSC's aims as a high performing regulator.
- › Actively support colleague wellbeing, diversity, and Inclusion initiatives.

### **You will add value to the organisation by:**

- › Actively supporting the delivery of an effective employee experience by assisting in the attraction, engagement, development, and retention of talent for now and in the future, to actively enhance our employer brand.
- › Actively supporting all colleagues to thrive in a high performing organisation.
- › Role modelling our Values to demonstrate enabling habits that will truly bring our values to life.

### **What will success in this role look like?**

- › Increased collaboration, operational efficiency, and synergy in the People & Culture team.
- › Seamless and timely execution of HR administrative tasks and queries.
- › Positive employee experience by proactive engagement, support and resolve for all colleagues.

### **Are you suitable for this role?**

This role would suit an individual with effective communication and interpersonal skills with the ability to maintain a high degree of confidentiality. The successful candidate will be used to working to high standards and to required deadlines.

Detail-oriented, organised, with the ability to work collaboratively in a team, have a flexible approach and motivation for continuous learning and development are all key requisites of the role.

Previous experience of working in HR is desirable.

### **Why us?**

Working in the JFSC will enable you to join a team people who have purpose, passion, and pride. It offers the opportunity to work alongside people, who are passionate about maintaining Jersey's position as a leading International Finance Centre with high regulatory standards.

This clarity on our purpose is incredibly motivating and we leverage our core values of: Excellence, Professionalism, Respect, Integrity, and Teamwork to deliver our work. Our people are proud of their work and their contribution to Jersey.

If you are looking to make a difference, have a unique working experience and contribute to a bigger picture, then think JFSC; a diverse team of people who put their hearts and minds into what they do and have some fun along the way!



[www.careers.jerseyfsc.org](http://www.careers.jerseyfsc.org)



+44 (0)1534 822000



PO BOX 267, 14-18 Castle Street,  
St Helier, Jersey JE4 8TP

To apply for any vacancies at the JFSC, submit an application form along with your CV to [careers@jerseyfsc.org](mailto:careers@jerseyfsc.org)