



**INFORMATION COMMISSIONER'S OFFICE  
Cayman Islands**

**JOB DESCRIPTION**

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**JOB TITLE:** Executive Assistant  
**JOB HOLDER:** Pasha Delahunty  
**REPORTS TO:** Information Commissioner

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**JOB PURPOSE**

The Executive Assistant is accountable for the delivery of confidential operational & administrative support for the Information Commissioner's Office (ICO), and serves as the Information Commissioner's personal assistant. The Executive Assistant performs a close supportive role for the Information Commissioner, whose activities are often in the public eye and are of a confidential and sensitive nature. In this capacity, the Executive Assistant is in contact with senior government officials, Ministries, Cabinet, Members of the Legislative Assembly and officials from international jurisdictions, the media and the public.

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**DIMENSIONS**

The post holder will:

- Prepare materials for 2-4 Hearings annually
  - Arrange for and attend 15-20 public meetings per year, including preparing materials, taking minutes, and performing other supportive functions.
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**PRINCIPAL ACCOUNTABILITIES:**

**Provide confidential administrative support (35%)**

- Provide full confidential operational & administrative support to the Information Commissioner, the Deputy Information Commissioner and other staff as required;
- Prepare, edit and track highly confidential correspondence and documents as directed, including briefing notes, discussion documents, investigation

- reports, orders and decisions, with all assignments completed to high standards in the appropriate format;
- Manage the Information Commissioner's calendar by scheduling and arranging travel, conferences, meetings and appointments, ensuring all required materials are available in advance, and any meeting logistics are addressed;
  - Research and compile information to produce various documents (reports, newsletters, presentations) using appropriate software
  - Coordinate the preparation of the Annual Report to the Legislative Assembly
  - Assists with gathering and posting of web content.

#### **Act as Registrar of Hearings (25%)**

- Act as registrar of written and oral hearings including swearing of oaths, and managing documents for Hearings, as needed.
- Assist with the preparation and publication of Orders made by the IC.
- Assist with preparations for Judicial reviews.
- Coordination, sitting, and minute taking for oral hearings.

#### **Coordinate events and meetings (15%)**

- Coordinate various education events related to FOI, including all details related to venue, guest lists, invitations and all aspects of running the event.
- Prepare meeting agendas, compile meeting materials, take minutes as required and follow up with agenda items.

#### **Act as Press Officer (15%)**

- Accept media calls and coordinate a proactive and timely response, in consultation with the Commissioner or the Deputy Information Commissioner.
- Prepare for and arrange regular meetings with the media to keep them updated on current issues, policies and procedures of the ICO.
- Write press releases for ICO events.
- Create newsletters and brochures.
- Handles all duties in accordance with media protocol.

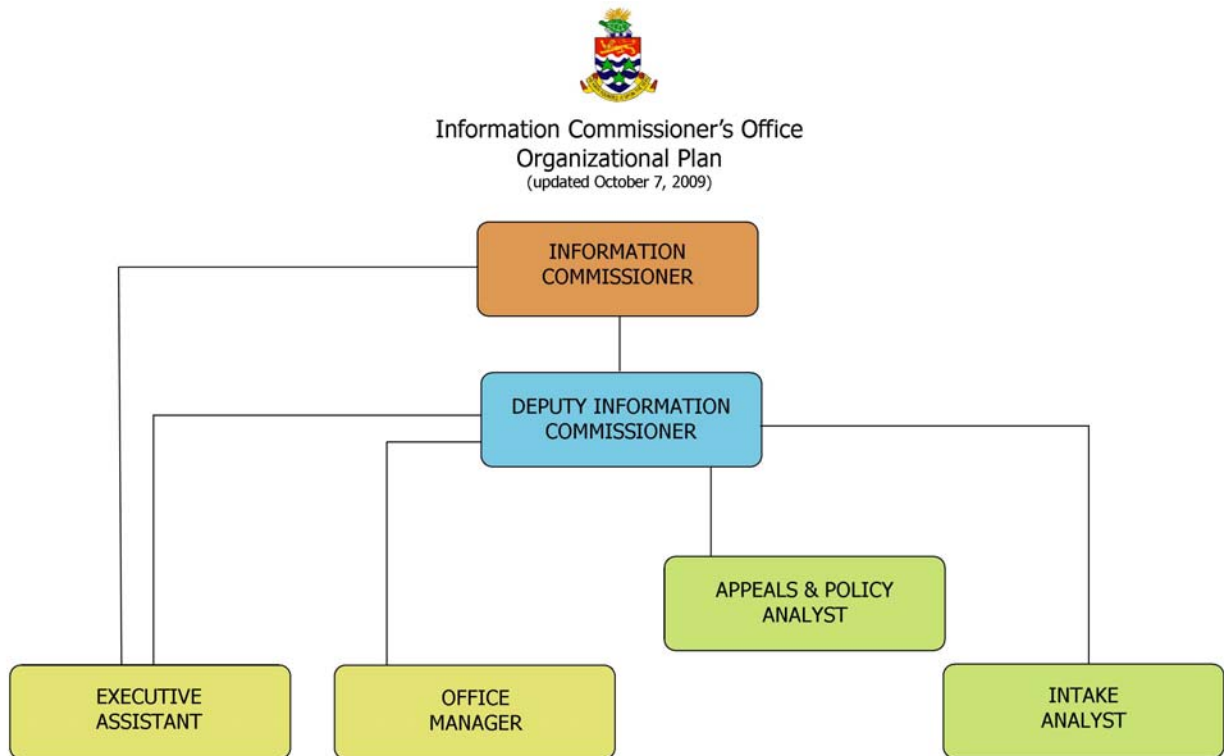
#### **Office management functions (5%)**

- Provide back- up assistance to the Office Manager when required.

#### **Develop and supervise filing systems (5%)**

- Act as Records Manager for the ICO, develop and supervise electronic and physical filing systems and address all records management requirements including under the National Archive and Public Records Law;
- Develop and maintain publication scheme as set out in relevant Laws.

## ORGANIZATION CHART



## BACKGROUND INFORMATION

The overall purpose of the Information Commissioner's Office (ICO) is to act as a quasi-judicial appellate body, monitoring and enforcing compliance with the Freedom of Information Law (2007) and associated regulations. The ICO is an independent office of the Legislature with a broad mandate to protect and promote access to information within the Cayman Islands. The ICO mediates access disputes between individuals and public authorities, rules on appeals, monitors public authority compliance with the FOI Law, reports on matters affecting information rights and informs the public about the law. It provides education, training and outreach programs to achieve these objectives.

## KNOWLEDGE, SKILLS AND EXPERIENCE

The post holder should:

- Have a University degree in public administration, political science or other related field; or 5 years experience at senior administrative level;
- Have knowledge of administrative and clerical procedures;
- Be proficient in systems such as word processing, excel, power point;
- Have strong records management skills
- Have the ability to keep minutes and design forms
- Have the ability to learn technical procedures and apply correctly;
- Have excellent interpersonal skills;
- Have the ability to communicate effectively in person and in writing with a range of audiences;
- Have the ability to assess performance of the Office with a view to making improvements--analyzing complex administrative problems and reviewing related information to develop and evaluate options and implement solutions;
- Be able to work independently with limited supervision and able to work in a team environment;
- Be able to use or learn the Iris, Government Accounting System;
- Have a professional demeanour at all times and be able to maintain the strictest level of confidentiality.
- Be willing to work flexible or extended hours when asked to do so, including weekends;
- Be willing to perform tasks outside the office environment.

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## **ASSIGNMENT AND PLANNING OF WORK**

The post holder is expected to work on own initiative and as delegated by the Information Commissioner and meet various deadlines, demands and expectations of the Unit. The Executive Assistant carries out work that is complex and urgent, and often deals with matters of legal significance and broad public interest.

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## **DECISION MAKING AUTHORITY AND CONTROLS**

The post holder will have the ability to authorize routine expenditures for the purchase of office supplies and able to sign correspondence on behalf of the Information Commissioner. When acting as Registrar of Hearings the job holder will be required to supervise the process, staying within timelines and requirements of the Law.

## **PROBLEMS / KEY FEATURES**

The post holder must be able to respond efficiently to tight deadlines, be flexible in responding to the needs of the department. The workload is demanding and will require the post holder to work overtime on occasion.

The post holder must be a strong team player, and must be able to communicate diplomatically with all levels of civil servants and the public, in order to address the needs of clients who are responding to statutory and regulatory requirements.

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### **WORKING CONDITIONS**

Normal working office environment and working hours apply.  
Additional hours outside of regular business hours may be required at times.

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### **OTHER WORKING RELATIONSHIPS**

The post holder will interact with members of the local community, local vendors and hotels and is required to maintain close working relationships with Information Managers, the FOI Unit and conference organizers. The post holder must liaise with various government departments and senior government officials.

### **AGREED BY:**

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Pasha Delahunty

Date:

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Jennifer Dilbert

Date: