



**INFORMATION COMMISSIONER'S OFFICE  
Cayman Islands**

**JOB DESCRIPTION**

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**JOB TITLE:** Office Manager  
**JOB HOLDER:** Christina Smith  
**REPORTS TO:** Deputy Information Commissioner

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**JOB PURPOSE**

To provide full administrative, secretarial and management support to the Information Commissioner's Office in the implementation of the Freedom of Information Law. This post will handle office and personnel management issues, as well as budget related matters.

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**DIMENSIONS**

The post holder will handle all operational matters in an office with approximately 6 staff.

The post holder will organize the logistics for approximately 20-30 training or public events annually to promote the work of the Information Commissioner's Office.

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**PRINCIPAL ACCOUNTABILITIES:**

**Provide full secretarial and administrative support (40%)**

- Provide full secretarial and administrative support to the Information Commissioner and Deputy Information Commissioner primarily and to other staff members as required.
- Monitor schedule of appointments, process mail, handle phone calls, answer basic queries related to FOI and the role of the Information Commissioner. Make travel arrangements for the staff and visiting consultants.
- Prepare responses to correspondence containing routine inquiries.
- Monitor and review on an ongoing basis the physical amenities of the Office and ensure that matters are reported to maintenance personnel.

- Provide assistance with recruitment matters.

#### **Develop and maintain files and filing systems (15%)**

- Develop and maintain files and filing systems for the department and address all records management requirements including under the National Archive and Public Records Law and requirements of the Freedom of Information Law;
- Maintain personnel records for the staff of the Office, and liaise with various government entities regarding personnel matters to ensure compliance with applicable laws.

#### **Coordinate various training and public education events (10%)**

- Coordinate various training and public education events related to FOI. This includes all details related to venue, guest lists, invitations and all aspects of running the event.

#### **Provide accounting support (20%)**

- Provide accounting support, assist with budget preparation and production of monthly reports, and assist with tracking of expenditure for the budget and forward planning.
- Receive all bills and purchase all supplies for the department and assist in the development of annual reports of expenditure.
- Prepare invoices, order office supplies and equipment for the Office, and arrange for servicing when necessary.
- Compile and maintain the annual fixed asset register.

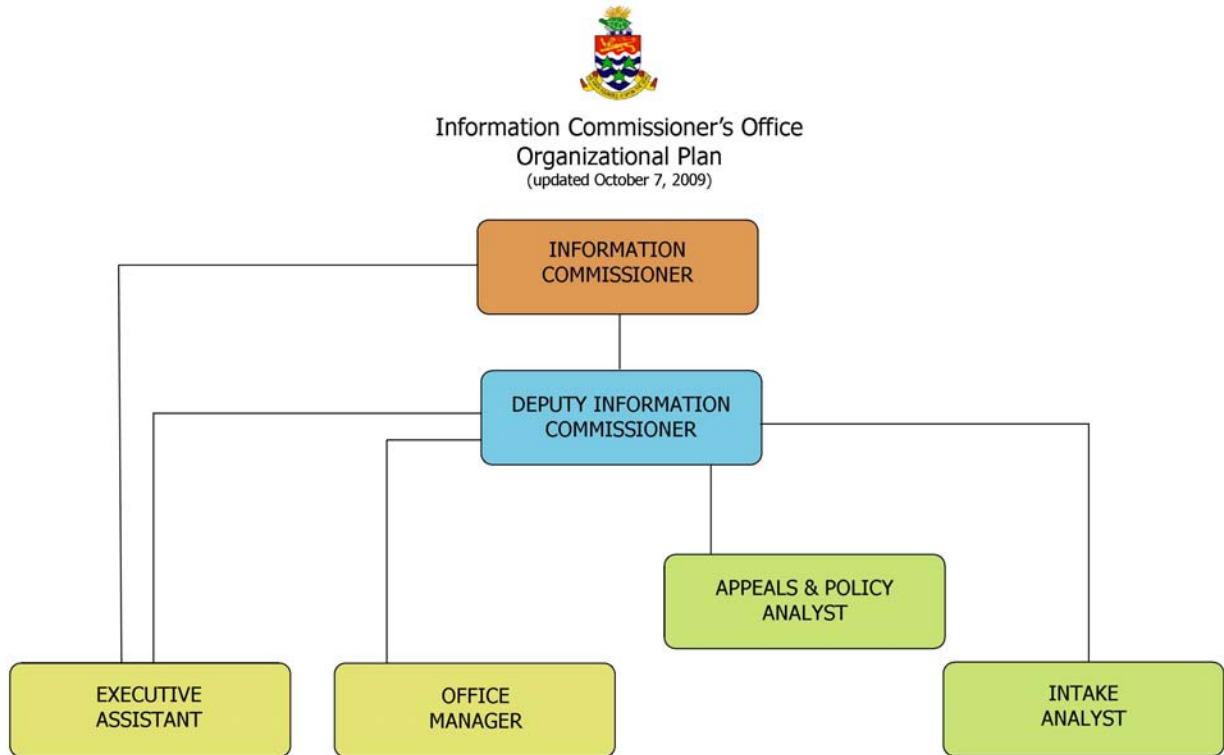
#### **Compile and coordinate quarterly reports (10%)**

- Liaise with various entities to ensure that quarterly reports are submitted in a timely manner. Review submitted documentation for accuracy and completeness and follow up to clarify information or obtain missing details.

#### **Lead role in update and execution of Hurricane Plan (5%)**

- Perform the lead role in relation to the update and execution of the Office Hurricane Plan.

## ORGANIZATION CHART



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## BACKGROUND INFORMATION

The role of the Information Commissioner is to provide independent oversight of the implementation of the FOI Law, 2007 and subsequent Regulations and in particular to serve as an appellate body to investigate complaints and appeals lodged under the Law and as well to promote general awareness of the FOI Law and the public's rights. The Information Commissioner is appointed by the Governor, in consultation with Cabinet, and is responsible to the Legislative Assembly in exercising her powers.

The Office Manager role is to provide administrative support to allow the unit to fulfill its obligations and meet its objectives.

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## KNOWLEDGE, SKILLS AND EXPERIENCE

The post holder should:

- hold a University Degree from an accredited institution or alternatively be an individual with accounting, business administration or secretarial diploma;

- have knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, keeping minutes, designing forms and other office procedures and terminology;
- have knowledge of the Human Resource function;
- have at least 5 years working experience in a similar position with specialized skills related to the job;
- possess excellent interpersonal skills;
- have the ability to communicate effectively in person and in writing with the general public, government officers, and other stakeholders;
- be computer literate with fast and accurate typing ability;
- have the ability to assess administrative needs of the Office with a view to making improvements, and be able to identify administrative problems, evaluate options and implement solutions;
- be an individual with a pleasant disposition and the ability to articulate the needs of the senior management team;
- have the ability to work on own initiative and work in a team environment.
- be familiar with the personnel and financial system of the Cayman Islands Government;
- be able to use or learn to use Iris, the Government Accounting System;
- have a high level of performance motivation and a commitment to improving and maintaining the efficiency of the Office and to meet its targetted deadlines;
- be professional at all times and 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 her own initiative and as delegated by the Information Commissioner and meet various deadlines, demands and expectations of the Office.

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## **DECISION MAKING AUTHORITY AND CONTROLS**

The post holder will be able to authorize routine expenditures for the purchase of office supplies and sign correspondence on behalf of the Information Commissioner on her instruction.

**PROBLEMS / KEY FEATURES**

The post holder must be able to respond efficiently to tight deadlines, and be flexible in responding to the needs of the Office. The work load 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 may be required at times, outside of regular business hours.

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**SUPERVISION OF OTHERS**

The post holder may be required to supervise one administrative assistant and/or receptionist.

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**OTHER WORKING RELATIONSHIPS**

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

**AGREED BY:**

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Christina Smith

Date:

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Jennifer Dilbert

Date: