



JOB DESCRIPTION - 1

JOB TITLE: Principal Assistant Secretary (PAS)

MINISTRY

DEPARTMENT

SECTION

UNIT

GEOGRAPHIC LOCATION

The Valley

TITLE OF IMMEDIATE SUPERVISOR

Permanent Secretary

1. MANDATE

The Principal Assistant Secretary (PAS) provides the Permanent Secretary with advice, assistance, highly-level administrative support, policy, and operational oversight within the Ministry to ensure the successful formulation and implementation of ministerial and cross-ministerial Government policies and programmes throughout the Anguilla Public Service, in accordance with the established procedures and policies.

Acting as a pivotal advisor and leader, the Principal Assistant Secretary ensures that departmental strategies align with national priorities and that projects meet high standards of quality, efficiency, and public value.

2. KEY FUNCTIONS

1. Develop, establish and maintain strategic planning and management framework for the Ministry.
2. Formulate, develop, recommend and advise on technical and administrative policies for the Ministry under the guidance of the Permanent Secretary.
3. Ensure compliance with the constitution, laws, policies and established procedures.

4. Provide support and assist the Permanent Secretary with the administration of the Ministry and all departments under the Ministry's portfolio.
5. Coordinate the operational management of Ministry departments to ensure efficient and effective service delivery.
6. Foster collaborative relationships with stakeholders across sectors to support government initiatives.
7. Promote and implement strategies that enhance the quality, responsiveness, and innovation of services delivered by the Ministry.

3. **KEY DUTIES**

- **Strategic Policy and Vision**

- Anticipate the impact of socio-economic, technological, and environmental trends on the Ministry's goals, shaping strategies that align with government vision.
- Develop insights into community needs and public sector demands, ensuring that the Ministry's work aligns with the national interest and public expectations.
- Formulate, review, upgrade and adapt policies that support long-term government goals, collaborating with teams to ensure seamless integration into Ministerial plans.

- **Operational and Change Management**

- Provide technical and administrative support to the Permanent Secretary on matters relating to the Ministry's portfolio.
- Champion a culture of innovation and measured risk-taking to develop forward-thinking approaches that drive service quality.
- Lead and manage organizational change efforts, ensuring smooth transitions in policies, processes, and service delivery models.
- Foster a culture of adaptive leadership, guiding teams through transformation while maintaining efficiency and morale.
- Lead digital transformation initiatives that prioritize accessibility and inclusiveness for diverse end users.
- Ensure the effective implementation and monitoring of the Ministry's policies through consultation with various stakeholders so that all relevant opinions and concerns are taken into account.
- Assist with the coordination of the annual budgetary process for the Ministry through budget planning meetings with Department Heads to ensure that the budget captures the key objectives and programmes for the coming budget cycle.
- Modernize public service delivery by leveraging technology, process optimization, and evidence-based decision-making.

- Implement a comprehensive risk management framework that addresses governance, reputational, and operational risks within the Ministry to ensure resilience and accountability.
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- **Decision-Making and Leadership**
 - Make strategic decisions with boldness and clarity, weighing economic, social, and environmental impacts to guide organizational direction.
 - Encourage open feedback and constructive challenges to ensure decisions are balanced and account for the needs of all stakeholders.
 - Act as a visible and approachable leader, inspiring confidence among staff and promoting the Ministry's reputation both internally and externally.
- **Stakeholder Communication and Influence**
 - Engage with external partners, negotiating outcomes that advance mutual objectives and build sustainable relationships.
 - Foster a collaborative environment where staff feel valued and encouraged to contribute to discussions, providing clear rationale for decisions and changes.
- **Team Collaboration and Inclusion**
 - Build and maintain a strong network within the Ministry and with external partners, ensuring seamless knowledge sharing and support.
 - Embed an inclusive culture that values diversity, supports wellbeing, and creates a safe, positive work environment for all employees.
 - Set and enforce high standards of conduct, ensuring a zero-tolerance approach to discrimination, bullying, and harassment.
- **Development and Capability Building**
 - Model continuous learning and self-development, encouraging team members to take responsibility for their own growth.
 - Assist the Permanent Secretary with leading and managing the staff in the Ministry through staff performance, coaching, mentoring and motivating staff to drive productivity and to enable efficient operations of the Ministry.
 - Develop and implement strategies to build a sustainable talent pipeline, supporting diversity and inclusion in leadership and high-potential development.
- **Service Quality and Customer Focus**
 - Use customer insights to design and deliver services that meet diverse stakeholder needs, ensuring efficient use of taxpayer resources.
 - Collaborate with delivery partners to establish and monitor quality standards, adapting strategies to meet evolving service expectations.
 - Break down complex goals into practical, actionable plans, identifying resource needs and managing risks to ensure smooth service delivery.

- **Efficient Delivery and Accountability**

- Translate strategic objectives into clear, outcome-focused goals, empowering managers and teams to deliver on priorities.
- Promote resilience within the organization, enabling responsive and adaptable service delivery amidst changing circumstances.
- Lead by example in maintaining a strong focus on outcomes, fostering an environment that balances support with autonomy.

4. KEY RELATIONSHIPS

1. Report to the Permanent Secretary
2. Liaise with other Permanent Assistant Secretaries and other officials in the Anguilla Public Service.
3. Supervise subordinate staff of the portfolio.
4. Liaise with Governmental and Non-Governmental heads agencies locally, regionally and internationally.
5. Liaise with regional and international agencies on Ministerial matters.

KEY AUTHORITIES

Authorised to:

1. Develop, lead, recommend, monitor and implement policy to ensure alignment with the Ministry and government's goals.
2. Assist with the preparation of the Ministry's Budget.
3. Assist with the operational and management of the portfolio sectors.
4. Inform and advise the Permanent Secretary on matters in relation to the portfolio issues.

6. KEY REPORTS

- Strategic and Operational Reports
- Policy Review and Recommendation Papers
- Stakeholder and Community Engagement Updates
- Financial and Resource Management Reports
- Annual Performance Evaluations and Improvement Plans
- Statistical reports on the functions of the Ministry.
- Quarterly Reports
- Annual Reports

7. PERFORMANCE PARAMETERS

- Extent to which technical work delegated by the Permanent Secretary meets the required standards and specifications.
- Timeliness, accuracy and sustained reliability of reports, research and interventions.
- The extent to which initiatives and recommendations are adopted and achieve required targets
- Effectiveness in supporting strategic policy implementation and operational leadership.
- Success in achieving high standards of service delivery and responsiveness.
- Compliance with governance, legal, and ethical standards in all areas of responsibility.
- Positive feedback from internal and external stakeholders on leadership and service impact.
- Stakeholder satisfaction and public engagement effectiveness

8. SCOPE OF THE JOB

The job under the supervision and directive of the Permanent Secretary carries the responsibility of ensuring that the Ministry makes its maximum contribution to all aspects of the national goals and objectives.

9. PERSONAL QUALIFICATIONS

This role is designed to identify and develop individuals with the potential to reach the highest levels in the public service. The successful candidate must be self-motivated, results-oriented, and demonstrate the ability to drive change, implement policy initiatives, and manage strategic projects. The PAS will play a key role in supporting the Permanent Secretary in developing, executing, and monitoring policy initiatives that align with ministerial objectives while ensuring operational efficiency and governance compliance.

The successful individual must demonstrate competency in the following areas:

- **Leadership and Team Building** – Evidence of having led high-performing teams while fostering a culture of collaboration, inclusivity, and accountability. Strong ability to mentor and develop staff to enhance performance.

- **Track Record of Change Management** – A proven ability to lead and deliver organizational change and improvement, driving innovative solutions to enhance efficiency and service quality within a dynamic public sector environment.
- **Policy Development and Implementation** – Experience in supporting policy formulation and translating strategic goals into actionable plans, ensuring alignment with legislative frameworks and ministerial priorities.
- **Strategic and Analytical Thinking** – The ability to assess complex policy and operational challenges, anticipate risks, and make sound decisions that balance immediate priorities with long-term objectives.
- **Legislative, Regulatory, and Governance Expertise** – A strong understanding of government structures, policies, and legislative frameworks that impact the Ministry's operations, or the ability to quickly acquire such knowledge.
- **Strong Interpersonal and Communication Skills** – The ability to engage effectively with diverse stakeholders, negotiate successfully, and present complex ideas with clarity, both orally and in writing.
- **Commitment to Public Service Values** – Dedication to transparency, accountability, and professionalism, ensuring that public interest and good governance remain at the core of decision-making.

A thorough understanding of the Ministry's portfolio and day-to-day operations is required, along with excellent oral and written communication skills and a comprehensive understanding of government structure, policies, and procedures. While prior public service experience is highly desirable, candidates with relevant leadership experience in regulatory, policy, or governance roles in international organizations, the private sector, or non-governmental organizations may also be considered. The ability to quickly understand and navigate public sector frameworks and governance structures will be essential for success in this role.

These competencies are typically acquired through the completion of a **postgraduate degree in Public Administration, Economics, Finance, Law, Business Administration, or a related field**, combined with a minimum of **five years of progressively responsible experience**, at least **three of which should be in a senior management or professional capacity in a public sector, corporate governance, regulatory, or policy-making environment**. A demonstrated ability to manage strategic initiatives, lead teams, and provide high-level advice to senior officials is essential.

This document is intended to reflect those factors considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the job 2025