

FAIR TRADING COMMISSION

JOB DESCRIPTION

Position: CHIEF EXECUTIVE OFFICER

REPORTS TO: THE COMMISSION

SECTION: ADMINISTRATIVE SERVICES DIVISION

SUMMARY STATEMENT:

The position of Chief Executive Officer is created under section 6 of the Fair Trading Commission Act 2000-31 which makes the Chief Executive Officer responsible for:

- (a) the administration of the Fair Trading Commission Act, the Utilities Regulation Act and any legislation which the Commission has jurisdiction to administer such as the Telecommunications Act, Consumer Protection Act and Fair Competition Act.*
- (b) the supervision of the work and staff of the Commission.*

The Chief Executive Officer is an ex- officio member of the Commission.

SUPERVISORY RESPONSIBILITIES:

Manages the members of the senior management team, consisting of the General Legal Counsel/ Commission Secretary, Director of Utility Regulation, Director of Consumer Protection, Director of Fair Competition, Accountant, Human Resources Officer.

Directly supervises the work of the Information Specialist and Executive Secretary.

DUTIES AND RESPONSIBILITIES:

- Enforces, administers and ensures compliance with the provisions of the Fair Trading Commission Act, the Utilities Regulation Act, Telecommunications Act, Consumer Protection Act, Fair Competition Act and any other legislation which the Commission has jurisdiction to enforce.
- Provides administrative leadership, oversight and accountability for the fiscal, budget, personnel, and other administrative functions and programmatic operations of the Commission.
- Approves and monitors Commission investigations on possible breaches of legislation.
- Exercises general management oversight over all phases of the work of the Commission and gives direction and leadership to ensure that the Commission receives professional advice and support from its staff.
- Directs the development of changes in organisation, staffing, operations, management information systems, and technology to increase effectiveness and efficiency, and reduce administrative costs.
- Plans, implements and provides general supervision over the Commission's requirements in areas of finance and accounting activities, human resource administration, facilities and space, purchasing, inventory control, records maintenance, specialised reference, computer hardware and software and IT technical assistance.

- Serves as principal liaison between Commissioners and staff.
- Assists in developing and implementing the strategic goals and objectives of the Commission.
- Develops technical assistance strategies and proposals.
- Establishes and monitors divisional work programmes, in conjunction with the senior management team comprising the Director of Utility Regulation, Director of Consumer Protection, General Legal Counsel, Director of Fair Competition, Accountant and Human Resources Officer.
- Directs and oversees the recruitment, selection and professional development of Commission staff.
- Establishes financial systems and oversees development and maintenance of financial systems that meet the organisation's needs.
- Directs and approves expenditure.
- Formulates Commission policy and procedures, directs the execution of policies and procedures, and evaluates performance and results.
- Implements the policies and directives of the Commission.
- Participates on behalf of the Commission in advisory groups and technical working groups.

- Prepares monthly executive reports for the Commission on the progress of Commission projects.
- Prepares the annual report for the approval of the Commission.
- Ensures that the audited financial statements are prepared and submitted to the Commission in a timely manner.
- Prepares the annual work plan and estimates for the approval of the Commission.
- Acts as principal public relations agent for the Commission.
- Establishes, co-ordinates and supervises all communications to the public and the press to ensure that the content of public communications is consistent with the Commission's policies.
- Provides Minister with advice on legislation administered by the Commission
- Maintains and fosters establishment of sound working relationships with Government Ministers, senior public servants, chief executive officers in business and industry, consumer groups, members of the press and other media and consulting firms and professional organisations.

WORKING CONDITIONS:

- Indoor – Office
- Field visits
- Travel
- Time pressure

WORKING RELATIONSHIPS:

- Heads of Division
- All Staff
- Board Members
- Relevant Ministries
- Regulated entities
- Stakeholders

JOB REQUIREMENTS

EDUCATION & EXPERIENCE:

- Master's Degree in Management Studies, Public/Business Administration, Law, Economics or related social sciences, Engineering or any other master's degree relevant to the regulation of public utilities.
- Ten (10) years' experience in a strategic leadership and customer centric environment, with at least five (5) years in a senior leadership role in the public/private sector preferably in utility regulation.
- Advanced training in leadership and change management would be an asset.

KNOWLEDGE:

- Proficient knowledge of the Barbadian legal framework
- Comprehensive knowledge of Government operations and of Public Sector issues
- Sound knowledge and experience in Consumer Protection and Competition issues
- Sound knowledge of global developments, contemporary practices and trends in Consumer Protection and Competition
- Good knowledge of legislation, regulations and established policies governing Financial Management and Human Resources in the public service (e.g., Staff Orders, Public Service Regulations, etc.)

SKILLS & ABILITIES:

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong customer relations skills
- Excellent planning and organising skills
- Strong judgement and decision-making skills
- Excellent leadership and people management skills
- Possess logical problem-solving skills and the ability to manage strategically
- Ability to exercise initiative and sound judgement

REQUIRED TRAITS:

- Integrity
- Patience
- Highly analytical
- Empathy
- Resilience
- Dependability