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 Government of Trinidad and Tobago <u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: TRUSTEE AND REGULATORY AFFAIRS OFFICER	
JOB SUMMARY:	
<p>The incumbent is responsible for the Supervisor's Trustee Licensing programme and maintaining relations with the Trustee community. The incumbent is also responsible for monitoring the insolvency system from the perspective of identifying any problems regarding the application and interpretation of the law and regulations as well as any developing issues for which there may be legislative gaps.</p>	
REPORTS TO:	Deputy Supervisor
SUPERVISION GIVEN TO:	
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • To manage relationships with the trustee community and carry out the following trustee related programs: <ul style="list-style-type: none"> ○ <i>Licensing:</i> <ul style="list-style-type: none"> ❖ coordinates the license application process on behalf of the Supervisor; ❖ vets applications by applying the Supervisors "fit and proper test"; ❖ develops policies & activities pertaining to the issuance, suspension and revocation of trustee licenses; ❖ develops and coordinates the trustee testing & training activities; ❖ manages the trustee register; ❖ issues and updates licenses as approved by the Supervisor; and ❖ monitors and ensures payments to licenses fees. ○ <i>Trustee Conduct:</i> <ul style="list-style-type: none"> ❖ develops the trustees` professional code of conduct; ❖ develops policies & procedures pertaining to the trustee professional practices and compliance requirements; ❖ reviews complaints against trustees and makes recommendations if further action is necessary; ❖ manages conservatory measures against trustees; 	

<ul style="list-style-type: none"> ❖ undertakes professional misconduct investigations and reports to the Deputy Supervisor with the findings and a recommendation. ○ <i>Policy and Regulatory Affairs:</i> <ul style="list-style-type: none"> ❖ Monitors issues that may need to be addressed by the Office of the Supervisor by developing and issuing trustee policies and guidelines; ❖ Monitors issues that may need to be addressed by future legislative and regulatory actions; and ❖ Monitors decisions issued by the courts for any impacts on the insolvency system and or the operations of the Office of the Supervisor. ○ <i>Development of a standard debtor counselling program for delivery by the trustees.</i> 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> • Knowledge of the insolvency system and its objectives. • Knowledge and experience with computers and normal office software.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite. • Ability to develop and apply rules, policies, regulations, legislations, etc. • Ability to manage conflict. • Ability to manage case files, projects, activities and respond to deadlines. • Ability to communicate effectively both written and oral. • Ability to work as part of a team to achieve common objectives as opposed to working competitively or on a separate agenda. • Ability to take initiative and to raise ideas or propose actions to improve processes, results or to overcome obstacles. • The ability to approach situations with a “can-do” attitude. • Ability to establish standards and measures of success focused on continuous improvement. • Ability to comply with appropriate standards of conduct. • Ability to ask a series of questions to get at the root or cause of a situation or a problem.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ■ Bsc in Finance or Economics. ■ Msc in Finance, Economics or Management. 	

- Minimum of five (5) years experience.
- Experience in carrying out investigations.
- Experience in investigation of breaches in regulations or conduct.