



UTILITY REGULATION AND COMPETITION OFFICE

JOB DESCRIPTION

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| Job Title: | Chief Fuels Inspector & Director Fuels Market | | |
| Job Holder: | | | |
| Department: | Fuels | | |
| Reports to: | Chief Executive Officer | | |
| Number of direct reports: | 2 | Salary Range: | |
| Total Points: | | Date of last review: | |
| Salary Grade: | | Approved By: | |

1. JOB PURPOSE

The Chief Fuels Inspector & Director Fuels Market (CFI&DFM) reports directly to the Chief Executive Officer (CEO) and has statutory responsibility for the regulation, development and compliance within the Fuels sector in the Cayman Islands, in accordance with the Utility Regulation and Competition Office Law (2019 Revision), Dangerous Substances law and Regulations, the Building Code Regulations, (2013 Rev.), the Fire Code, (1997) and International codes and standards and subsidiary legislation. The post also serves as a non-voting member of the Board of Directors, and as a member of the Office's Senior Management Team. The post holder is the principal advisor to the Board on regulatory matters relating to the Fuel sector.

The CFI&DFM ensures the implementation and achievement of OfReg's Fuels section's current and future strategic direction set by the CEO, to ensure delivery of strategic and operational key performance results, and outcomes. He/she is also accountable for oversight of the Fuels Critical National Infrastructure while developing new technological and innovative opportunities that will enhance competition in the Fuels sector of the Cayman Islands.

Key areas of accountability include, but are not limited to:

The post holder is directly responsible to ensure the provision of comprehensive, high quality services in a cost effective, timely, and transparent manner with a strong customer service focus in delivering (or contributing to the delivery of) the following Purchase Agreement outputs.

- a. URC 1, Drafting of Legislation and Policy Advice.
- b. URC 3, Collection and Verification of License Fees
- c. URC 4, Policy Advice
- d. URC 5, Education of local businesses and the general public on Fuel sectoral issues.
- e. URC 6, Regional and international representation as directed by the CEO
- f. URC10, Monitoring and controlling of petroleum products, storage and handling
- g. URC11, Economic Regulations: Monitoring and Directing Fuel Sector and Relevant Markets

He/she is accountable for establishing the strategic direction of the sector in-line with directions and approval of the CEO, and ensuring that OfReg's vision, mission and objectives are met. The postholder is also responsible for establishing performance standards and agreements and carrying out performance appraisals for their direct and indirect reports to ensure that they meet

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their set performance targets within the agreed timelines. Finally, the post-holder is also responsible for ensuring a strong focus is placed on the training and development of Caymanian employees by implementing robust succession planning and ensuring maximum opportunity for all employees to rise to their full capability.

The post holder is expected to continually reassess processes, procedures, mechanisms and make amendments to ensure relevancy, transparency, predictability, efficiency and adherence to regulatory best practice while keeping the CEO informed.

2. DIMENSIONS

The work of the CFI&DFM is generated by the Chief Executive Officer and will mainly be guided by the production of an annual business plan by the postholder. The postholder has significant autonomy in determining how the work of the Office is prioritized and accomplished in consultation with the Chief Executive Officer.

The CFI&DFM is directly responsible for planning, controlling and directing the operations of the Fuels sector and will oversee the work of two senior roles in the sector team – the Deputy Chief Fuels Inspector (DCFI) and one Fuel Analyst, along with two additional indirect reports. He/she will also be responsible for the coordination of disaster preparedness, response and recovery services within the Fuels Team and across the sector.

The role requires a multiskilled seasoned professional with broad knowledge in area of risk assessment and mitigation (safety sensitive role), while having a high degree of specialization on compliance and economic sectoral matters. The duties of the post shall cover the entire Cayman Islands.

Budgetary Responsibility:

- a) The post holder will manage an expenditure budget of approximately CI\$1.5 M
- b) The post holder is responsible for the collection of annual regulatory fees of approximately \$1.3M
- c) Permit & other fees - \$150K
- d) Enforcement Fees under the DS Law forms part of the revenues of the Office

There are mandated six (6) board meetings per annum; however, the Board generally meets once per month. In addition, the Board regularly establishes committees in order to carry out portions of its work, with meeting schedules varying by committee. The postholder is expected to attend all Board and assigned committee meetings in person or by audio/video secure connection when needed.

The post holder will be involved in litigation both as the prosecutor of entities that violate the law and as a defendant in applications for judicial review on regulatory decisions taken.

The fuels sector is regulated and monitored under the direction of the CFIDM within the Office. The scope of these functions includes continuous monitoring of the relevant markets to ensure and promote fair competition and where there appears to be market failure to propose remedies to the CEO and Board; also, to administer/enforce the Dangerous Substances Law.

OfReg has wide powers for consumer protection and is particularly mandated to promote innovation in the sectors for which it has responsibility for economic development. OfReg enforces compliance for all licensees through the administration of penalties and fines as dictated by the sector laws.

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3. PRINCIPAL ACCOUNTABILITIES

| ACCOUNTABILITIES | PERCENTAGE |
|---|------------|
| <p>Director Fuels Market: <u>Leadership, Management and Oversight</u></p> <p>a) Vision/Strategic Planning: The post holder creates the vision and work culture of the Fuel division in-line with the strategic direction set by the CEO. The post holder also effects, plans and formulates section strategies, policies, procedures and programmes and ensures their effective implementation and measurement.</p> <p>b) Leadership:</p> <ul style="list-style-type: none"> a. Creates an empowered and challenging team culture that delivers outstanding performance. Fosters a culture that promotes the Office’s core values and work ethic. b. Demonstrates a professional leadership style together with a positive working relationship that supports the attainment of respect and credibility by all internal and external stakeholders. c. Serves as part of the Senior Management Team in a manner that fosters information sharing, cross-section collaboration and sound operational management of the Office. <p>c) Advisory: Advises the CEO and Board of Directors on Fuel matters, including:</p> <ul style="list-style-type: none"> a. Compliance with government’s national and international obligations, Fuel markets, technology, innovation and regulation. b. Attends meetings of Cabinet, Public Accounts Committee and Finance Committee when summoned and provides professional advice as requested and update the CEO. <p>d) Management:</p> <ul style="list-style-type: none"> a. Manages the Fuels section on a day to day basis in relation to all matters. Formulates and implements technical strategies to achieve the section’s objectives and outputs. b. Ensures all management and regulatory actions and decisions are transparent, robust, and properly documented to minimise risks and ensure accountability and are in line with the existing regulatory framework. c. Manages the staff of the Fuels section to ensure the attainment of the highest professional standards; and high-quality and timely delivery of the section’s outputs. | <p>60%</p> |

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- d. Direct the regulation of the fuel sector in accordance with primary legislation and written policy guidelines provided by the CEO.
- e. Monitor the economic, qualitative and technical performance of each Licensee and report outcomes to the CEO and Board.
- f. Consequently, to advise the Board and CEO on the effectiveness of competition in the market and if there is market failure to recommend appropriate corrective measures.
- g. Advises on the development of performance measurement standards as required for monitoring performance of regulated utilities.
- h. Adjudicate on disputes within and among regulated utilities in accordance with the relevant legislation.
- i. To advise the CEO on the regulation of the operations and trade practices of the industry in order to encourage orderly and fair competition, prevent monopolies and collusive practices within the industry.

e) Financial Management / Budgeting:

- a. Develops, recommends, oversees, and monitors the section's multi-year budget (capital and recurrent). Safeguarding that expenditure does not exceed agreed levels. Ensures that all financial matters are dealt with in an efficient, fair, timely, transparent and prudent manner.
- b. Implements and coordinates the board's policies and the implementation of directives from the CEO in accordance with all relevant laws.
- c. Provides direct support to the Chief Executive Officer in handling the day-to-day compliance and financial responsibilities of the Fuels division.
- d. Ensures the procurement of goods and services are fully compliant with the procurement Law and OfReg policy and in keeping with good governance principles.
- e. Provide expertise and detail on costs in the planning and budgeting for activities that have Fuels components.
- f. Collaborate with the Finance Team on the collection and accounting of fees and fines associated with enforcement provision of the various Laws.

f) Business Operations:

- a. Directs the Office's Fuels section to ensure compliance with its legal obligations to effectively manage:
- b. Licensees to ensure compliance with license conditions and all relevant laws.
- c. Scheduling and conduct of compliance reviews of licensee due diligence records according to established guidelines, adhering to the requirement to immediately communicate all issues affecting financial and or operational performance to the CEO.

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| <ul style="list-style-type: none"> d. Under the supervision of the CEO, directs the negotiations between OfReg and licensees in all matters, including renewal of licenses. e. Keeps up-to-date on the technological developments in the sector, with a view to identifying opportunities for the introduction of new and innovative technologies related to the sector in the Cayman Islands. f. Liaises with other government and associated stakeholders and agencies as it relates to the execution of the Fuels mandate. | |
| <p>g) Business Planning, Communication and Coordination</p> <ul style="list-style-type: none"> a. Develops the strategic plans for the section, in accordance with URCO Law and coordinates the implementation of approved annual plans. b. Develops and promotes awareness of OfReg's Fuel section's role in the economic, social, and political development of the islands. c. Acts as the spokesperson for the Fuels sector when directed to do so by the CEO. d. Coordinates national disaster preparedness in the Fuels sector with the national Hazard Management Cayman Islands (HMCI) unit and all Fuel licensees. e. Represents the Office at forums, and as part of inter-agency, local and overseas delegations, and supports, on the CEO's request, as necessary on sectoral matters. | 20% |
| <p>h) Chief Fuels Inspector:</p> <ul style="list-style-type: none"> a. Directs the issuance of all classes and types of Permits approved by the Board subject to an efficient and transparent process. Ensure key enabling processes and programs, particularly the Inspection Regime, are effective and robust, taking into consideration relevant internationally recognized and established Codes, Standards and best practices to uphold health, safety and environmental preservation in the discharge of this function. b. Ensure inspections are carried out based on systematic method which takes into account risk, location vulnerabilities and other related hazard potential and frequency based on localized conditions. c. Participate as a member of the National Emergency Response Team d. Ensure the production and maintenance of a register and location map of all licensed and regulated premises. e. Exercise powers of inspection and enforcement to correct deficiencies in accordance with provisions under the Law. f. Receive reports of accidents and incidents at regulated premises and formally investigate. Circulate | 20% |

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| <p>investigation reports to relevant authorities and agencies and lead the implementation of actions arising out of formal investigation</p> <ul style="list-style-type: none"> g. Leads the sectoral unit in its role as statutory consultee for all planning applications involving Dangerous Substances per Dangerous Substances laws and Regulations. h. Chair the Fuel Standards Committee and ensure the effective implementation and enforcement of fuel quality standards developed by the Office. i. Continually evaluate through the work of the committee and/or direct review, changes in fuel standards and availability of ready supply to ensure the public is continually served with a ready supply of fuels to the requisite standard. j. Ensure an adequate management system to verify and validate the quality of fuel imported, manufactured, blended and consumed locally. k. Manages the criteria and system to evaluate and certify persons to become qualified and are competent to perform work as skilled licensed tradesperson in the fuel sector. l. Ensure the effective deployment of relevant weight and measure standards and programs which are applicable to the fuel sector and traceable to local and international metrology standards. m. Drive environmental stewardship across the sector through the implementation of systems, policies and directives for effective handling, custody, storage and accounting of dangerous substances. | |
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4. ASSIGNMENT & PLANNING OF WORK

The post-holder leads a team, working directly under the CEO who gives assignments with specific deadlines. Work assignments generally fall within the delegated authority and assigned responsibility of the CEO but are also received from the Board of Directors and the Cabinet Office as OfReg's Portfolio head which are all coordinated through the CEO.

Specific projects, industry-imposed priorities and negotiations often determine the focus of the work at any given time. The post holder plans and manages his/her own activities to allow for efficient monitoring and co-ordination of all section activities, in collaboration with the active engagement of the Fuels team.

5. SUPERVISORY RESPONSIBILITIES & KEY WORKING RELATIONSHIPS

5.1 The post-holder:

- a) Has supervisory responsibility in accordance with the organisational structure.
- b) Has working relationships with the CEO, Board Members, Executives, Senior Managers and all employees.

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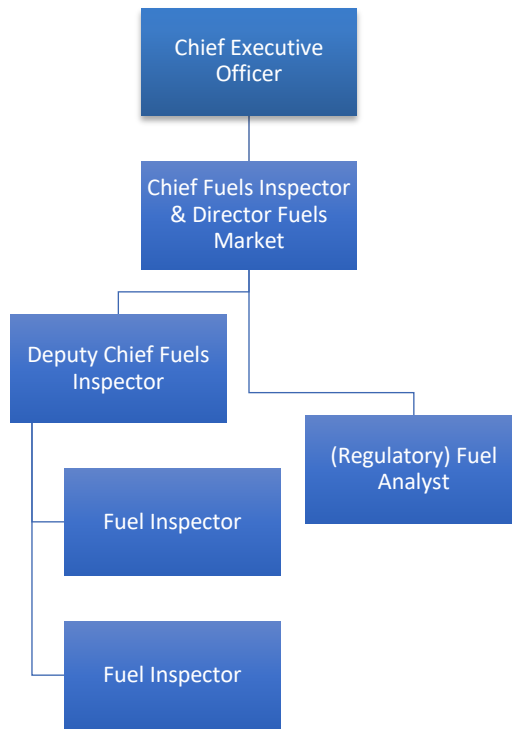
Initials CEO: _____

- c) Is responsible for ensuring that good, ethical and transparent business practises and relations are maintained with all Fuel Licensees, as well as other interested parties.
- d) Supervises and verifies work and carries out performance evaluations of staff.
- e) Coordinates the activities of project consultants in specialist areas.
- f) Assigned delegation under the Dangerous Substances Law Section 10 Subsection (4) to the Deputy Chief Fuels Inspector.

5.2 Working Conditions

Normal office working conditions apply. Flexibility and being able to work outside normal working hours, 8:30 AM – 5:00 PM, will be needed from time to time.

6. THE TEAM



7. QUALIFICATIONS, EXPERIENCE AND SKILLS:

7.1 Education

The post-holder must hold:

- A first Degree.
- A Master's Degree in Utility Regulation or Competition, Accounting, Economics, Engineering, Finance, Law or Public Policy, or an equivalent professional qualification from a recognized educational institution.
- In the absence of a Masters' Degree, another post-graduate qualification and/or 15 years' experience in one of the above fields will be considered.

7.2 Experience

The post holder must have:

- A minimum of seven (7) years' experience in a utility regulatory operation including four (4) years at a middle or senior management level.
- The Office will also consider a minimum of seven (7) years' progressive experience in the Oil & Gas sector, related consulting field, or other related industry.
- A minimum of four (4) years' financial and people management experience at the senior management level.
- Three (3) years' experience of working at the interface between government and private sector business, whether from the public sector side or from the private sector side would be advantageous.
- Proven track-record of facilitating, negotiating, arbitrating or supervising contracts, licences or equivalent forms of authorisation, preferably between the Government and the private sector.
- A sound understanding of Oil & Gas regulatory operations and technologies, consumer demand for services as well as trends in their development.

7.3 Skills & Abilities

The post holder must demonstrate:

- Highly developed skills (both written and oral) in the presentation of arguments and ideas.
- Strong business ethics, integrity and composure at all times and in all situations, with all stakeholders.
- A personality and demeanor that commands the attention and respect of individuals and groups with whom OfReg has regular contact and all OfReg's Staff.
- A professional and positive image and attitude regarding OfReg and its work.
- The ability and willingness to consider all sides of a dispute and to rely on objective evidence before making a decision.
- Diplomacy and tact.
- Political, social and cultural sensitivity and maturity.
- Confidence in public speaking, including interacting with the media, special interest groups, the general public, and high-level Government stakeholders.
- The ability to multi-task and interpret complex data, while maintaining a sense of urgency in achieving outputs and other deliverables.
- The highest levels of confidentiality, integrity and political neutrality.

- The ability to advise on the drafting of primary and secondary legislation.

8. PERFORMANCE & SPECIAL CONSIDERATIONS

The CEO will, on an ongoing basis, discuss the post holder's progress and performance. The annual plans form a key part of the annual performance assessment for the post holder.

Emerging issues in the industries such as fuel prices and advancements with related policy implications have a significant impact on this role.

The post holder is performing the duties of the role effectively when:

- There is fair, effective economic regulation and competition in the sector; enforcement of fair, equitable and competitive market principles and the restraining of dominant market players to ensure a level playing field for market participants.
- There is appropriate and relevant policy formulation, analysis and implementation to improve the regulatory and legislative framework for the sector and to promote innovation.
- There is appropriate and timely investigation of complaints and resolution of conflicts via existence of an effective compliance and enforcement regime.
- There is effective management and control of staff, resources and budget.
- There are adequate mechanisms in place to protect the interest of consumers.
- There is effective planning, management and monitoring of the Fuels Market.
- The post holder demonstrably and consistently displays high ethical standards, integrity and due care; confidentiality and professional conduct.

Some travel, both local and overseas are required.

This job description and person specification is a guide to the minimum requirements of the role and is not intended to restrict activities that will contribute to the growth and success of the organization. The duties and requirements contained within may be reviewed and amended, in consultation with the post holder, considering any organizational development within OfReg.

By signing below, I understand that I am employed to carry out the duties listed in this job description, and that these duties may, from time to time, change in line with the changing and evolving nature of the Office and its role.

Initials Employee: _____

Initials CEO: _____

AGREED BY:

Jobholder

Date:

Chief Executive Officer

Date:

Initials Employee: _____

Initials CEO: _____