



Bermuda Casino Gaming Commission

invites applications for the position of

Policy and Communications Manager

The Bermuda Casino Gaming Commission (the “Commission”) is seeking a Policy and Communications Manager for policy development and implementation and effective strategic communication for the Commission.

Duties and responsibilities include, but are not limited to:

- Conducting and leading high quality qualitative and quantitative research for policy development
- Leading the development of policy papers and briefings to deliver on key policy goals
- Leading the development of key documents for the Commission such as Annual Reports, Strategic Plan, and Annual Workplans
- Developing and implementing effective stakeholder partnerships, including key stakeholders and the public through the use of diverse media platforms.
- Leading and conducting ongoing policy analysis to ensure that existing policies, regulations and legislation continue to reflect and meet the remit of Commission.
- Responding to requests for information from other government bodies, the media, stakeholders, and the public.
- Coaching Commission staff to effectively communicate with the public, media and stakeholders
- Managing, enhancing and creating content for the Commission website as required

The successful candidate will possess the following qualifications and education:

- At least 5 years of relevant experience in similar role
- Excellent communication, presentation and interpersonal skills.
- Demonstrated experience in the public sector in the development and implementation of public policy, conducting qualitative and quantitative research, and developing effective communication strategies.
- Strong understanding of social media and its utility to convey the Commission’s message
- Bachelor’s degree in relevant field such as business administration, public policy, political science, marketing or a related discipline.
- Strong political acuity. Must exhibit a high degree of professionalism and independence in a rapidly changing, time-pressured environment
- Skilled relationship manager to secure partnerships with local and international stakeholders in undertaking common goals
- Advanced computer skills with proficiency in Excel, Word and data presentation software
- Strong, proactive project management skills with solid experience managing and coordinating research projects and policy analysis

Desirable but not mandatory skills:

- Knowledge of Bermuda’s Jurisdictional legislation, however, not limited to the Bermuda Betting Act, Bermuda Casino Gaming Act, Anti-Terrorism Act, Banks and Deposit Companies Act, Audit Act, Bermuda Monetary Authority Act

- Solid knowledge of Bermuda's political landscape
- Professional development or acquired knowledge in risk management, project management or change management

Seeking Bermudians and spouses of Bermudians only. Qualified persons wishing to be considered for the post may submit application via email with Curriculum Vitae marked **CONFIDENTIAL – Policy and Communications Manager** to HR@bcgc.bm or mail to Human Resource, Bermuda Casino Gaming Commission, P.O. Box HM3124
Hamilton HM NX

Deadline for submitting Curriculum Vitae is **April 14, 2021**