



## **Ogier Briefing Document**

### **Overview**

Ogier is one of the world's leading providers of offshore legal and fiduciary services with a presence in the British Virgin Islands, Cayman Islands, Guernsey, Jersey, Hong Kong, Ireland, London, Montevideo and New Zealand.

We have long established relationships with many of the world's leading international financial institutions, professional advisors and regulatory bodies, are consistently highly rated in independent research studies and regularly lead offshore league tables.

We offer clients the strength in depth to handle the largest, most demanding and complex offshore transactions and we pride ourselves on being able to provide expert, efficient, and cost effective legal and fiduciary services across all time zones.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice. Many of lawyers joined from leading City of London and US based firms and bring a wealth of international knowledge and experience in their respective areas.

### **AWARDS 2008**

'Securitisation Deal of the Year 2008'	IFLR
'Offshore Law Firm of the Year 2008'	Hedge Fund Journal

### **AWARDS 2007**

'Top Offshore Law Firm of the Year 2007'	Alpha Awards 2007
'Offshore Law Firm of the Year 2007'	The Lawyer Awards 2007
'Jersey Law Firm of the Year 2007'	Who's Who Legal Awards 2007
'Offshore Law Firm of the Year 2007'	Citywealth Magic Circle Awards 2007

### **AWARDS 2006**

'Niche Firm of the Year 2006'	Legal Week Awards
'Offshore Law Firm of the Year 2006'	Chambers Global Awards
'Offshore Legal Team of the Year 2006'	STEP Private Client Awards

## ‘Top Offshore Law Firm of the Year 2006’ Alpha Awards

### Values

At Ogier we have designed a set of values that define what clients expect from us. These are:

- Quality:* We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely efficient manner.
- Strength:* We are able to deliver the very best offshore solutions because we can select and utilise the most appropriate jurisdiction from our extensive global network.
- Partnership:* We have an open approach to everything we do. We share intelligence across borders and across functions to achieve our shared goals. We build and nurture strong relationships with our clients, colleagues and suppliers.
- Energy:* We use drive and determination to be the best in all areas of business in which we operate.
- Innovation:* We continuously seek new and creative ways to maintain our leadership and improve business delivery, ensuring a high standard of quality, efficiency and speed.
- Intelligence:* We draw on our expertise to understand client requirements. We learn from them and anticipate future needs.

### Jersey

Jersey, the largest of the Channel Islands, is one of the world’s major international finance centres. The successful combination of stability and reliability has kept Jersey at the forefront of global finance for almost half a century. Government determination to encourage high quality business to the island, and the support offered by the sophisticated and comprehensive infrastructure of laws and regulations, combine to promote investor confidence.

Jersey’s status as a Crown Dependency gives the island constitutional rights of self-government and judicial independence. This offers both businesses and investors the benefits of an independent international finance centre which is close to the United Kingdom and mainland Europe.

Ogier is one of the leading legal and fiduciary services firms and is recognised by the two leading legal directories, Chambers and Legal 500. In Chambers, the firm has more lawyers recommended than any other Jersey firm and in Legal 500, the firm has more lawyers recommended and more tier 1 rankings for individual practice areas than any other Jersey firm.

## Job Overview

<b>Job Title:</b>	Project Support Coordinator
<b>Group:</b>	Ogier Group Services
<b>Team:</b>	Infrastructure and Planning
<b>Reports to:</b>	Programme Manager
<b>Salary:</b>	Competitive

---

### Job Purpose:

The Project Support Coordinator will be primarily responsible for assisting the Programme Manager on a project

### Performance Expectations & Deliverables

#### *Project Information*

- Responsible for the updating of the project register and communicating the changes.
- Act as librarian of stage end and project end reports.
- Proactively ensure cross fertilisation between projects.
- Keep lists of mentors: those with expertise (e.g. in Planning, Risk management) who can mentor the less experienced.

#### *Provide Project Management advice and guidance*

- Help people comply with Project Management rules.
- Help people adopt best practice.
- Respond to requests for advice either personally or by identifying and securing others who will offer advice.
- Monitor and collate weekly / monthly project status reporting to the programme board.

#### *Project Support*

- Ensure all key projects start each stage as planned.
- Identify other 'at risk' projects and help ensure they are adequately planned.
- Attend all key project meeting and take minutes / action list as required

#### *Compliance Monitoring*

- Ensure all projects comply with Project Management rules.

### *Improvement Report*

- Suggest improvements in the project management process and governance and responsibility for maintaining policy and procedures for projects.

### **Key Skills**

- Ideally a graduate from a numerical based discipline, looking for a fast track career into Project Management / Business Consultancy.
- Excellent communication skills. This includes the ability to communicate professionally, verbally and in writing, with stakeholders as well as clients from all backgrounds.
- Excellent organizational skills, including organizing events and / or large meetings, and an understanding of servicing meetings.
- Good minute taking skills.
- Excellent knowledge of Microsoft Office including Word, Excel, PowerPoint and Outlook, using the Internet and the willingness to learn new systems. Ideally trained in use of Project, though training will be given.
- Accurate and efficient record keeping skills.
- A positive customer-service approach to interactions with clients and partner organizations.
- The ability to work effectively and flexibly in the context of a wide range of competing priorities.

