



Bermuda Casino Gaming Commission

invites applications for the position of

Executive Director

The Bermuda Casino Gaming Commission (BCGC) is seeking an Executive Director responsible for the daily operations of the Commission.

Essential duties and responsibilities include:

- Ensuring that regulated gaming is operated within Bermuda with the highest standards of honesty and integrity.
- Keeps records of all proceedings of the BCGC and preserves all records, books, documents, and other papers belonging to BCGC.
- Oversees the daily operation of all departments within the Commission including Audit, Compliance & Enforcement, Finance & Administration, Legal, Licensing and Technology.
- Manages the process for the promulgation of regulations.
- In conjunction with the Commissioners, develops and monitors the annual budget and other planning documents, and reports regularly to the Commission on budget compliance and plan execution.
- Oversees the hiring, training, promoting, evaluation and progressive discipline of all employees of the BCGC, and ensures that these activities are administered in compliance with all applicable laws and regulations. Motivates and mentors staff development.
- Works to develop a positive, ethical, and professional organizational culture.
- Acts as the policy advisor to the Commission and assists in the development of all strategic and tactical plans.
- Maintains a positive and professional relationship with all industry participants and works to deliver a high level of efficient and timely service to all stakeholders.
- Works in a cooperative and collaborative manner with all applicable agencies both within and outside of Bermuda.
- Maintains current and up-to-date knowledge of all areas relevant to the successful execution of the position.
- Devotes full time to the duties of the office. The Executive Director may not hold any other office or employment.
- Requests and accepts documents, plans, procedures, amendments to procedures, and other information necessary for the Commission to carry out its duties under the Casino Gaming Act and administrative rules relating to the regulation of gaming.
- Administers requests and waivers, answers inquiries, issue interpretations, and otherwise takes any action that is reasonably requested by applicants, licensees, and holders of certificates of suitability in furtherance of, and consistent with, the efficient administration and enforcement of the provisions of the Casino Gaming Act and administrative rules relating to the regulation of gaming.
- Develops and administers an internal policies and procedures manual that governs daily operational issues.

The successful candidate must possess a Bachelor's degree in a major that is related to business management, finance and economics, law, organizational management or public policy. The ideal candidate will possess a Master's degree or professional designation and will have proven broad based operational success and strategic agility in the management of complex organizations in a senior or executive leadership position.

The successful candidate must have seven years' experience in casino gaming and or regulation and have a proven experience in mentoring and developing employees to aid their ascension into organizational leadership positions.

Short listed applicants will be required to pass a thorough background investigation.

Candidates are advised that due to the technical elements associated with this position their technical knowledge will most likely be tested.

This position is offered on a three-year contract.

The Commission is a drug free environment. All applicants must be able to pass a pre-employment screening for controlled substances, and consent to testing during their employment.

Applicants who are short-listed are expected to represent the highest levels of character, honesty, and integrity. A robust background investigation will be undertaken prior to employment, and the applicant can have no felony, theft or stealing convictions; or convictions for a crime of moral turpitude.

Individuals wishing to be considered for this post can secure a complete Job Description at the BCGC website at: www.bcgcbm.com.

Candidates desiring to apply can also secure an application from the above listed BCGC website, or in person at the Commission offices at Crawford House, 23 Church Street, Hamilton, HM11 or by email to HR@bcgcbm.com.

Qualified persons wishing to be considered for the post may submit your written application with Curriculum Vitae marked **CONFIDENTIAL - ED** to HR@bcgcbm.com or by hand delivery to Human Resource, Bermuda Casino Gaming Commission, 23 Church Street, Hamilton HM11
Closing date for applications is March 16, 2018.