

Job Title:	Deputy Director - Projects		
Department:	Public Works Department (PWD)	Section:	Projects
Reports to:	Director of Public Works (DPW)		
Grade:	Falkland Islands Government Grade – A	Job Code:	TBC
Overall Purpose of the Role			
<p>The Deputy Director – Projects is responsible for providing support to the Director of Public Works in regard to the overall planning, execution and oversight of capital infrastructure projects across the Directorate. The role ensures all projects align with the Government’s strategic priorities, are delivered efficiently within budget and scope and meet defined quality and service standards.</p> <p>The postholder will directly manage the Project Team and work collaboratively with other internal teams, consultants and external stakeholders to lead project development from concept through to completion.</p>			
Key Role Activities			
<ul style="list-style-type: none"> • Maintain comprehensive oversight of all ongoing and planned projects to ensure continuity of delivery and leadership, assuming full responsibility for project governance and progress reporting in the DPW’s absence. • Lead the development, planning and delivery of capital infrastructure projects in alignment with the Islands Plan. • Manage the lifecycle of multiple complex projects, ensuring compliance with government policy, budgetary constraints and technical standards. • Develop, prepare, discuss and cost scheme projects with the Project Team and oversee the preparation of detailed project documentation, including business cases, procurement specifications, budgets, schedules and risk assessments. • Ensure all necessary administrative, legal and financial requirements are met and that project governance meets best practice for all major infrastructure projects. • Monitor project progress, report on performance metrics and implement corrective actions as necessary. Oversee financial and resource planning for projects, including preparation and monitoring of capital budgets. • Coordinate the preparation and financial planning of projects, working with internal and external stakeholders to ensure they are technically sound and financially viable. • Provide expert advice to the DPW on project risks, resourcing needs and opportunities for improvement. 			

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Key Role Activities (continued)	
<ul style="list-style-type: none"> • Support the development of the Directorate's capital investment plan by preparing, managing and monitoring the capital plan and programme. Ensure that plans are realistic, strategically aligned and fully resourced throughout planning and delivery. • Liaise with elected Members, stakeholders and the public to communicate projects goals, progress and outcomes. • Lead and motivate a multi-disciplinary project team, setting clear direction, managing performance and supporting collaboration to ensure successful project delivery. • Implement where needed and support management systems, processes and structures in line with corporate policies. • Support the DPW in ensuring the effective management of the Directorates resources including people, budgets and assets. • Collaborate effectively with Heads of Service, DPW and Members to advance shared objectives and deliver strategic outcomes. • Identify, develop and maintain partnerships with other public, private and not-for-profit organisations to support the achievement of government objectives. • Other duties consistent with the level of post as agreed with the DPW. <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>	
Additional Information	
<ul style="list-style-type: none"> • Ten-year Capital Programme with an estimated value of £450 million. • Staff: 15, including Port Management, Programme Management, Project Management, Planning Management and Quantity Surveyance. 	

DEPUTY DIRECTOR - PROJECTS

Job Description

Person Specification:	Deputy Director - Projects		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
5+ years' of infrastructure project management experience at a similar level within a multidisciplinary organisation	✓		A/I/R
5+ years' managerial experience in a similar role	✓		A/I
Extensive experience of delivering large, complex infrastructure projects	✓		A/I/R
Demonstrated ability to lead and manage multidisciplinary teams providing strong leadership and strategic direction	✓		A/I/R
Budget development and management experience with a broad knowledge of business and financial planning	✓		A/I/R
Excellent working knowledge of project development and monitoring, including both technical and budgetary aspects	✓		A/I/R
Strong understanding of project controls, scheduling software (e.g. MS Project) and risk management	✓		A/I
Highly computer literate including a good working knowledge of MS based software packages (e.g. Word, Excel)	✓		A/I
Skilled in stakeholder engagement and negotiations	✓		A/I/R
Sound working knowledge of service provision, housing, roads and public infrastructure, including both technical and budgetary aspects	✓		I/R
Experience of working at a strategic level within a government or public sector environment	✓		I/R
Skilled in analysing complex information and clearly communicating key insights to audiences with limited subject knowledge	✓		A/I/R
Excellent written and verbal communication skills with confident, effective interpersonal abilities	✓		I/R
Excellent communication and presentation abilities	✓		I/R
Experienced in liaising with the media and providing response support to elected Members, the Chief Executive and Directors	✓		I/R
Experience of performance management at organisational and individual staff level		✓	A/I

Person Specification:	Deputy Director - Projects		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes			
Pro-active and flexible with the ability to think laterally and creatively to generate realistic solutions	✓		I/R
Highly organised and adaptable	✓		I/R
Ability to manage multiple priorities	✓		I/R
Politically astute with a collaborative, solution-focused approach	✓		I/R
Awareness of sensitivity of information and able to work in a confidential environment	✓		I/R
Align with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I
Qualifications & Training			
NVQ Level 6/Degree in Civil Engineering, Project Management Construction or a related field	✓		A/I
Chartered Civil Engineer and/or Professional Accreditation in Engineering or Construction Project Management	✓		A/I
Relevant Project/Programme Management Qualification, i.e. Prince 2, APM, PMI and/ or Managing Successful Programmes (MSP)	✓		A
Valid driver's license	✓		A/I
Business Management Qualification		✓	A/I
NB Equivalent combinations of educational qualifications and experience may be considered.			
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

Method of Assessment:

- A - Application Form
- I - Selection Interview
- R – Reference
- P – Presentation