

<b>Department:</b>	Policy, Economy & Corporate Services		
<b>Reports to:</b>	Chief Executive		
<b>Grade:</b>	Falkland Islands Government Grade – A2	<b>Job Code:</b>	<b>615HOP</b>
<b>Overall Purpose of the Role</b>			
The Director of Policy, Economy & Corporate Services is accountable to the Chief Executive and is responsible for the delivery of a range of high quality and responsive cross-government functions.			
<b>Job Facts &amp; Figures:</b>			
<ul style="list-style-type: none"> <li>• Approx. 25 full time staff across 6 functions: <ul style="list-style-type: none"> <li>○ Communications and public diplomacy</li> <li>○ Environment</li> <li>○ Health &amp; Safety</li> <li>○ Human Resources</li> <li>○ Policy, including FIG’s economic and statistical services</li> <li>○ Records management and National Archives</li> </ul> </li> </ul> <p>Annual budget: £2.3 million</p>			
<b>Key Role Activities</b>			
<p><b>Role-Specific Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Lead, motivate and champion a team of professionals in the delivery of high quality and responsive cross-government services to support the objectives of the Falkland Islands Government and delivery of the Islands Plan;</li> <li>• Provide strategic advice and analysis to the Chief Executive, MLAs, Corporate Management Team members and Heads of Service, including on complex, politically sensitive, contentious or controversial issues;</li> <li>• Lead on the development of policies and/or programmes in areas of emerging interest to government;</li> <li>• Ensure effective partnership working with key stakeholders within FIG, UK Government departments, business community and civil society to support the objectives of the Falkland Islands;</li> <li>• Through the Communications Office, ensure a strategic, professional and highly responsive service for both proactive and reactive communications and for ongoing national and international outreach through traditional and social media channels;</li> <li>• Drive achievement of the Government’s international public diplomacy objectives, including management of the Falkland Islands Attaché in Uruguay, close coordination with the Falkland Islands Government Office in London, support for MLA international outreach activities and advice on international issues of importance to the Falkland Islands;</li> <li>• Through the Environment Department, ensure that the Falkland Islands’ environmental policies, strategies, legislation and implementation plans are coherent, consistent with international commitments and reflective of Islands Plan priorities and the expectation of Falkland Islanders;</li> </ul>			

## Key Role Activities continued

### Role-Specific Responsibilities: (cont'd)

- Working with the Health & Safety Advisor, develop a fit-for-purpose Health & Safety Policy for FIG and identify strategies for ensuring key health & safety principles are incorporated in FIG contracts and public service delivery.
- Through the Human Resources Department, develop and implement HR strategies, policies and systems to facilitate the achievement of FIG's objectives, whilst ensuring compliance with legal and internal policy guidelines. Provide advice and support on HR issues to Corporate Directors, line managers and staff in order to promote best practice and enable FIG to effectively manage its human resources.
- Working with the Policy Department, oversee the provision of evidence-based economic, political and social policy, research, advice and strategies to support the objectives of the Falkland Islands Government and the priorities of the Islands Plan.
- Through the Corporate Records & National Archives Manager, ensure the Jane Cameron National Archives are appropriately operated and maintained. Champion policies and regulations to ensure the robust and regular collection and management of data throughout government to enable compilation of key national statistics including population health, economic performance, public safety, etc. while providing individual data protection;
- Represent FIG as agreed by the CE on working groups, such as the Skills Assessment Council, and the Boards of local non-governmental and subvention bodies, such as the Falkland Islands Tourism Board and the South Atlantic Environmental Research Institute;

### Corporate Responsibilities:

- As a member of the Corporate Management Team (CMT), participate in the corporate and strategic management of the Government, working to ensure that FIG is pursuing a coherent and practical strategy in line with political priorities;
- Manage the Government's Islands Plan Delivery Plan and coordinate with the Legislative programme;
- Support the work of elected Members collectively and individually by providing advice and overseeing the achievement of political decisions within the DPECS areas of responsibility;
- Lead the strategic management of the assigned services, ensuring achievement of Islands Plan and Business Plan targets, a proactive approach to strategic planning, continuous improvement, and responsive, high quality services;
- Provide leadership to DPECS heads of service and professional staff through the setting of objectives and performance indicators, allocation of resources, monitoring achievement, mentoring and role modelling and implementation of individual performance and development plans;
- Provide efficient and effective budget management and ensure compliance with the corporate governance framework, with particular reference to Standing Orders and Financial Regulations.

***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.***

Person Specification:	Director of Policy, Economy & Corporate Services		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Substantial (10+) years of experience in delivery of policy development, analysis or government services relevant to a small island context.	✓		A/I
Substantial (10+) years of progressively senior management experience including management of staff and budgets.	✓		A/I
Proven ability to work with, and effectively manage, a range of senior professionals and resources.	✓		A/I/R
Experience of policy or strategy development at senior government or Board level (or equivalent).	✓		A/I
Experience of working in a highly political environment and providing advice to politicians and/or executive decision makers.	✓		A/R/P
High degree of national and international political awareness.	✓		I/P
Proven track record in effective planning and management of budgets and resources to deliver value for money.	✓		A
Understanding of public sector governance, policies, structure and cultures.	✓		I/R
Track record of collaboration with private, public and third sector agencies and stakeholders to deliver economic and social objectives.	✓		A/I/R
Understanding of Falkland Islands economic and social issues.	✓		I/P
Subject-matter expertise in one or more of the functional areas of the directorate.	✓		A/I/P
Strong interpersonal skills and the ability to win confidence and maintain credibility with a broad range of stakeholders.	✓		I/P
Excellent verbal communications and presentation skills and able to present complex information effectively.	✓		I/P
Demonstrable ability to write fluently, succinctly and persuasively for a range of audiences with limited preparation.	✓		I/R
Excellent verbal reasoning and numeracy skills, including the ability to understand economic models and use statistics.	✓		I/R/P
Ability to think laterally and creatively to generate novel but realistic solutions.	✓		I/R

<b>Person Specification:</b>	Director of Policy, Economy & Corporate Services		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Knowledge, Skills &amp; Experience continued</b>			
Able to initiate and drive corporate projects, achieving sufficient consensus and ensuring delivery through focus on time-scales, budgets and outcomes.	✓		I/R
High degree of confidentiality and discretion.	✓		I/R
Strong planning, organisational and leadership skills.	✓		I/R
Ability to apply experience to the particular challenges of the Falkland Islands.	✓		I/P
<b>Personal Attributes:</b>			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
<b>Qualifications &amp; Training</b>			
Masters degree or equivalent in public administration, public policy or public management or another subject relevant to the work of the Directorate.	✓		A
Educated to first degree level.	✓		A
Educated to first degree level in an analytical, quantitative or social science subject.		✓	A
<b>Note to Applicants:</b> 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    O - Other