

Job Title:	Falkland Islands Defence Force Second-in-Command (2 I/C) (4 Year Fixed term)		
Department:	Directorate of Emergency Services and Islands Security	Section:	Falkland Islands Defence Force (FIDF)
Reports to:	Commanding Officer (CO) FIDF		
Grade:	Falkland Islands Government Grade – D1	Job Code:	5000C2
Overall Purpose of the Role			
<p>The 2 I/C (in the rank of Captain) supports the CO and is to:</p> <ul style="list-style-type: none"> - Deputise for the CO as required. - Assist the CO in delivering the Command Intent for the FIDF in order to ensure the strategic development of the organisation. - Under the direction of the CO, provide leadership, management, and oversight of the operational and administrative activities of the members of the FIDF in order to maintain operational capability. 			
Key Role Activities			
<ul style="list-style-type: none"> • Assume command of the FIDF as required. Work with the CO in ensuring that the FIDF is appropriately trained and equipped to deliver required operational and administrative output. • Assist the CO in meeting the standards set out in the Force Directive issued by HE The Governor, with particular focus on maintaining the motivation and morale of soldiers, good order and discipline and the good reputation of the FIDF. • Support the CO in setting the culture, standards, and direction for all FIDF personnel through education, mentoring, initiative and the pro-active use of Performance Development Plans for permanent staff. • As directed by the CO, represent the FIDF at Directorate Senior Leadership Team (SLT) meetings, and other appropriate meetings, events, etc. • Work to embed positive integrated relationships across the Directorate and with other stakeholders. • Build and maintain effective working relationships with Headquarters British Forces South Atlantic Islands (HQ BFAI) and the Roulement Infantry Company in particular, in order to support BFAI operations as required in line with the provisions of the Falkland Islands Defence Force Ordinance 1991. • Working closely with both the Permanent Staff Instructor (PSI) and FIDF Sergeant Major (FSM), develop, coordinate, review and evaluate the FIDF training programme, keeping the CO informed of progress and any training shortfalls and capability gaps. 			

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Key Role Activities	
<ul style="list-style-type: none"> • In support of the CO's Mission Statement, take responsibility for the efficient administration of FIDF equipment, vehicles, buildings and records, including annual budget processes. • Other duties consistent with the role as agreed with the CO. <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	
<p>Subject to the agreed contract hours, the 2 I/C FIDF will be required to adopt a flexible working routine to meet the exigencies of the organisation. In addition, there is likely to be a requirement to travel for overseas training and/or courses.</p> <p>This post is a part time post (0.5 of a full time equivalent) and is for a fixed term of four years.</p>	
Criminal Record Checks: (This post is regarded as a sensitive post)	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	

Person Specification:	Falkland Islands Defence Force Second-in-Command (2 I/C)		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Has significant senior non-commissioned or commissioned service with the FIDF, UK Reserve Forces or Regular Forces of the United Kingdom. (if none of the above then senior non-commissioned or commissioned service the Commonwealth countries of Australia, Canada or New Zealand or another British Overseas Territory Regiment / Defence Force).	✓		A/I
Leadership qualities, shown in a track record of successful people management, ideally linked to a training including previous experience in training.	✓		A/I
Demonstrable skill and experience of developing and leading training initiatives.	✓		A/I
Good proven skills in administration.	✓		A/I
Excellent oral & written communication skills.	✓		A/I
Familiarity and high level of skill with the computer based systems: Microsoft Office suite of products, Outlook; File Management.	✓		A/I
Good presentation skills.	✓		A/I/P
Embraces a culture of continuous improvement and demonstrate the ability to engage others.	✓		A/I
Proven ability to work with, and effectively manage, a wide range of staff and resources.	✓		A/I/R
Understanding of the Military command structure.	✓		A/I/R
Demonstrable knowledge of UK Military (Army Doctrine).	✓		A/I
Full understanding and commitment to delivery of improved services through training and development activities.	✓		A/I
Hands on experience of effective problem-solving through taking an innovative, with practical and pragmatic approach to achieving service outcomes.	✓		A/I/R
Ability to prioritise work effectively and work well against a background of uncertainty.	✓		A/I/R
Experience and evidence of working effectively in a complex multi-disciplinary environment and coping with changing priorities and pressures.	✓		A/I/R

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Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience continued			
Knowledge of public relations practices and techniques.		✓	A/I
Personal Attributes continued:			
On appointment and annually meet the required standards of physical fitness for the role.	✓		A/I/R
Leads by example and promotes the values and aim of the FIDF across the force and wider community.	✓		I
Works flexibly and is receptive to new ideas and different ways of working.	✓		A/I
Embraces a culture of continuous improvement.	✓		A/I
Professional and polite and earns the respect of management and colleagues.	✓		A/I/R
Proven decision making and problem solving abilities.	✓		A/I
Organised in terms of prioritising and completion of work.	✓		A/I
Should not ordinarily be over the age of 55.	✓		A
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful.	✓		A/I/R
Qualifications & Training			
Academically qualified, ideally to degree level or vocational equivalent. (Level 5).		✓	A
Has completed UK MOD officer training or be willing to attend training within the Falkland Islands or the UK.		✓	A
Have a current qualification in Skills At Arms and/or Live Fire Tactical Training		✓	A
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

O - Other