

Department:	Development & Commercial Services	Section:	FIGAS
Reports to:	Director of Development & Commercial Services		
Grade:	Falkland Islands Government Grade - A	Job Code:	102GM1
Overall Purpose of the Role			
<p>The management and supervision of the Falkland Islands Government Air Service (FIGAS), whose remit is to provide an efficient and cost-effective air transport service supporting all aspects of life in the Falkland Islands. To support the work of the wider Falkland Islands Government by providing aerial support services as needed, for example for routine monitoring or major incident response. To deliver a high quality service to all users and support the long-term sustainability and development of FIGAS as a key public service.</p>			
Job Facts & Figures:			
<p>Financial: Annual revenue budget of approximately £1million Annual expenditure budget of £4 million.</p> <p>Staff: 38 comprising 6 pilots, 16 engineering staff, 4 trainee posts, 2 Aerodrome Staff, 6 Firefighters and 4 administration staff.</p> <p>Assets: Aircraft and facilities value circa £ 18 million</p>			
Key Role Activities:			
<p>Ensure that the Falkland Islands Government Air Service complies with the requirements of the Air Operator's Certificate as set out in the Air Navigation (Overseas Territories) Order and the FIGAS Operations Manual.</p> <p>Manage the department to ensure the standardisation of the operations and engineering according with criteria set out in statutory regulations, Operations Manual and current policies of Executive Council.</p> <p>Ensure the airline has adequate resources of equipment and staff for the flight operations task and that maximum efficiency and productivity is obtained from both sources through optimum scheduling and planning.</p> <p>Advise the Chief Executive on long-range strategic development and planning for all areas FIGAS in involved in delivering and supporting.</p> <p>Liaise with the UK Civil Aviation Authority and the Director of Civil Aviation Falkland Islands to ensure that the implementation of policies for the conduct of flight operations and engineering activities are in compliance with statutory requirements as set out in the Air Navigation (Overseas Territories) Order.</p> <p>Prepare and control the departmental annual budget to ensure the optimisation and rationalisation of expenditure in accordance with operating criteria and current policy.</p> <p>Ensure the recruitment, training, and continued professional development of staff with adequate professional qualifications to make sure the capabilities of the airline are not compromised.</p> <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

The General Manager will be permitted to maintain the currency of any professional qualification or licence he/she may hold that is relevant to the role.

Criminal Record Checks: (This post is regarded as a sensitive post)

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).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

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.

Person Specification:	General Manager		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
3 years management experience in the aviation industry or equivalent areas.	✓		A/I/R
Sound knowledge of aviation safety management systems, principles and practices or demonstrated ability to develop knowledge	✓		A/I/R
Sound knowledge of quality principles and practices and ability to manage quality control/quality assurance functions	✓		A/I/R
Results orientated	✓		A/I/R
Project Management skills	✓		A/I/R
Excellent interpersonal communication skills	✓		A/I/R
Strategic vision with experience of policy development and implementation	✓		A/I/R
Experience of delivering high quality customer service	✓		A/I/R
A positive track record of implementing change	✓		A/I/R
Experience of managing and setting budgets for operational and capital areas	✓		A/I/R
Computer literate	✓		A/I/R
Experience of managing a team, including performance management and supporting training and professional development	✓		A/I/R
Experience of working with political systems and the public sector		✓	A/I/R
Personal Attributes:			
Confident leader with strong leadership qualities, able to foster and develop strong working relationships with staff and customers	✓		I/R
Motivated and able to motivate others	✓		I/R
Confident decision maker who can lead collaboratively and demonstrate respect for others	✓		I/R

Person Specification:	General Manager		
Criteria	Essential	Desirable	Assessment Method
Personal Attributes:			
Confident decision maker who can lead collaboratively and demonstrate respect for others	✓		I/R
Proven ability to work under pressure	✓		I/R
Proactive, pragmatist	✓		I/R
Flexible approach to hours worked, as the role will require some weekend and public holiday working during the summer season	✓		I/R
Ability to be persuasive, decisive and capable of taking a negotiating role if required	✓		I/R
Problem solving skills and the ability to show initiative	✓		I/R
Corporate team player who will deliver FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Qualifications & Training			
Educated to degree level	✓		A/I/R
Evidence of Continued Professional Development	✓		A/I/R
Degree or equivalent qualification in Air Transport Management or a related field		✓	A/I/R
Management Qualification eg MBA, DMS, NVQ4 or equivalent		✓	A/I/R
A past or present flying licence and/or engineering licence.		✓	A/I/R
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