

Job Title:	Minerals Officer		
Directorate	Natural Resources	Department	Mineral Resources
Reports to:	Director of Natural Resources (until Head of Operations in post)		
Grade:	D1	Job Code:	620MO1
Job Purpose			
The Minerals Officer is the lead for all operations, regulations and guidance and regulatory function under the Mining Ordinance (2005) for onshore minerals which includes (but is not limited to) Crown minerals, precious metals, calcified seaweed other minerals and quarried materials. The role includes management and assessment of compliance of onshore mineral licensing and the development and modernisation of policy, guidance and legislation for onshore minerals and activities under Mining Ordinance.			
Main Accountabilities:			
The key responsibilities of the Minerals Officer role are to: • Manage new licensing rounds and existing onshore minerals licences, including ensuring licence conditions are met and licence register accurately maintained. Prepare and issue mineral export licences as requested. Monitor all onshore reporting requirements and manage licensee reporting compliance and data submissions. • Monitor licensees and organisations involved in onshore mineral activities to ensure activities are carried out in accordance with legislation, DMR regulatory expectations and any associated approvals. • Respond to queries received by the department regarding onshore minerals within the target time, including carrying out any liaison or research necessary to provide a thorough response. • Review data request enquiries providing a response within required timeframe, assess and process with support from relevant specialists in accordance with data access policy, and where access (under appropriate terms and conditions) has been consented, facilitate third party access to data sharing platform via the British Geological Survey liaison. • Keep legislation and guidance on onshore minerals, activities and operations under review to ensure it is fit for purpose, including identifying gaps or areas that need updating. • When required, lead on the development of new or updated legislation for onshore minerals, activities and operations, including producing decision reports and drafting instructions and working with the Attorney General's Chambers to deliver the new or updated legislation. • Lead on the development of Executive Council papers and policy related to onshore minerals, including undertaking research and preparing of reports to allow policy decisions to be taken. • Organise data related to onshore minerals, including maps, surveys, reports, to ensure it is stored in an intuitive manner, as well as liaising with the British Geological Survey regarding onshore exploration data to ensure the SFTP database is maintained and up to date for public access requests as per licence conditions regarding data sharing.			

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Main Accountabilities continued:	
• Work collaboratively with other departments involved in onshore minerals or related matters with the objective of ensuring the onshore minerals sector operates in accordance with the law and best practice. • Liaise regularly with the British Geological Survey on onshore minerals matters. • Assist the Minerals Department Office Manager to ensure invoicing for any licences or stock sales is complete, completing associated end of year processes, and stock management including maintaining stock in key tourist business. • In collaboration with DMR and FIG colleagues maintain the DMR website ensuring it is fit for purpose and updating as required. • Attend, prepare reports for and present at the Mineral Resources committee when required. • Support colleagues in the Department of Mineral Resources on other high-priority projects as required. Taking on any other duties commensurate with the level of the post as agreed with your line manager. <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>	
Additional information:	
The Department of Mineral Resources (DMR) is the department responsible for the licensing and regulation of the offshore oil and gas industry and onshore mining or mineral exploration. Candidates should not own any shares in companies holding licence interests in the Falkland Islands or should be prepared to dispose of any interests held prior to taking up their appointment if successful. A high degree of confidentiality is required with regard to commercially sensitive information.	

Person specification:	Minerals Officer		
Criteria	Essential	Desirable	Assessment method
Education and training			
A degree (or equivalent) or the ability to demonstrate sufficient evidence of substantial relevant work experience in a role of comparable complexity and requiring a similar level of professional skills.	✓		A/I
Full manual driving licence.	✓		A
Project management qualification		✓	A
Knowledge, skills and experience			
Five years' relevant work experience.	✓		A/I
Able to grasp complex areas of work quickly and think creatively to develop solutions to identified problems.	✓		A/I/R
Experience of developing policy for new concepts or to replace outdated policies.	✓		A/I/R
Able to understand and deliver processes to meet legislative requirements and identify areas for improvement and efficiencies within an area of work and instigate changes as necessary.	✓		A/I/R
Experience of assessing compliance with legal or other requirements.	✓		A/I/R
High level of analytical skills including the ability to effectively analyse complex information and then provide robust advice.	✓		A/I/R
Excellent customer service skills and a proven ability to work in a professional manner.	✓		I/R
Able to communicate effectively in English at all levels, both verbally and in writing adapting appropriately for each audience and technical knowledge base	✓		A/I/R
Able to prepare reports and Executive Council papers to present at committee meetings or MLA briefings.	✓		A/I/R
Able to work effectively as part of a small team, as well as on own initiative and be sufficiently flexible to accommodate variable workloads with tight deadlines.	✓		I/R
Excellent relationship building skills including the ability to work proactively and collaboratively with colleagues, other departments external partners and clients.	✓		I/R
Well organised; able to manage a range of different tasks simultaneously whilst still maintaining quality output and meeting deadlines, and able to file documents in a logical manner.	✓		I/R
Experience of project management	✓		A/I/R
Proficiency with MS Office and other digital products (including Word, Excel, and PowerPoint) with the ability to manage data and produce high quality decision and recommendation reports and presentations.	✓		A/I
Knowledge of onshore minerals and related geology and environmental considerations.		✓	A/I
Personal attributes			
Pro-active and flexible	✓		I/R
Positive 'can-do' attitude	✓		I/R
Highly motivated with a passion to drive forward new initiatives	✓		I/R
Maintains personal and professional credibility at all times	✓		I/R
Responsible and dependable	✓		I/R
Respects and maintains confidentiality at all times	✓		I/R

Person specification:	Minerals Officer		
Criteria	Essential	Desirable	Assessment method
Align with FIG's core values – diverse, professional, resilient & resourceful	✓		I/R

Method of assessment: A – Application Form I – Selection Interview R – Reference P – Presentation