

<b>Job Title</b>	Offshore Petroleum Head of Health, Safety and Environment		
<b>Department</b>	Natural Resources	<b>Section</b>	Mineral Resources
<b>Reports to</b>	Director of Mineral Resources		
<b>Reports on</b>	1 x Offshore Petroleum Environmental Manager, 1 x Offshore Petroleum Health and Safety Manager (each with a team of x 3 Environmental/H&S Inspectors) and 1 Offshore Petroleum Policy and Sustainability Officer (Total of 3 No' Reports).		
<b>Grade:</b>	Falkland Islands Government Grade – A1	<b>Job Code</b>	TBC
<b>Job purpose</b>			
<p>Leading a team of Health and Safety, Environment and Policy professionals, the role of Offshore Petroleum Head of Health, Safety and Environment is to primarily act as the de facto Health, Safety and Environmental 'Regulator' for all offshore petroleum development activity on behalf of the Government.</p> <p>The role includes, but is not limited to, providing strategic and tactical leadership of the Health, Safety and Environmental elements of this critical regulatory function and ensuring the regulation of all Falkland Islands offshore petroleum developments take full account of all Environmental and Health and Safety aspects, in line with Falkland Islands Government policy and legislation. The post holder also leads on the development and oversight of industry guidance, standards and operational strategy on behalf of the Government.</p>			
<b>Main Accountabilities</b>			
<p><b>Strategic Leadership and Management</b></p> <ul style="list-style-type: none"> <li>In support of the wider economic development of the Falkland Islands, be responsible for providing strategic direction and advice to Government on all matters related to Health, Safety and Environmental (HSE) regulations as they relate to all Hydrocarbon activity, as the Government develops further its relationship with businesses nationally and internationally.</li> <li>Lead, motivate and effectively manage a team of skilled professionals to ensure the delivery of high quality and responsive services that support the objectives of the Falkland Islands Government and the Islands Plan.</li> <li>Lead and monitor all work streams within the Hydrocarbons HSE regulatory function to deliver required outcomes and effectively lead on managing the external professional teams providing environmental assurance and legal advice.</li> <li>Lead on ensuring effective and robust management of the Operator and all the Operators work streams for all HSE requirements to ensure all client input and instructions are provided in a timely manner, in accordance with the agreed licence terms.</li> </ul> <p><b>Regulatory Policy Development, Compliance and Enforcement</b></p> <ul style="list-style-type: none"> <li>Lead on developing the objectives, performance standards and resources for the Hydrocarbons HSE regulatory function and be responsible for delivering the objectives and standards within the allocated resources – ensuring the proactive identification of performance and resource problems. This will include, but not be limited to; reviewing existing and/or developing new plans and operational risk registers and monitoring activities to ensure standards and targets are met throughout the regulatory function, (including delivery of appropriate KPIs).</li> <li>Develop and manage the implementation of overall Regulatory Policy, Compliance and Strategy as it relates to Hydrocarbon HSE matters within overall delivery timescales and establish appropriate measures for risk and issues management, and for all appropriate governance arrangements.</li> </ul>			

<b>Job Title</b>	Offshore Petroleum – Head of Health, Safety and Environment
<b>Main Accountabilities (continued)</b>	
<p><b>Regulatory Policy Development, Compliance and Enforcement continued</b></p> <ul style="list-style-type: none"> <li>• Lead on the interpretation of applicable regulations and in the review, and implementation of guidelines, procedures, as well as processes, to ensure successful completion of projects in compliance with applicable laws and regulations.</li> <li>• Working closely with external advisors, ensure the timely review and preparation of any required reports and subsequent approvals of Field Development Plans, Annexes and associated documents.</li> <li>• Lead on the provision of advice on policy and regulatory approaches, technical issues, and industry best practice for the development and management of an effective hydrocarbons regulatory regime and provide technical and pragmatic solutions to a wide range of difficult and complex challenges.</li> <li>• Prepare, coordinate and supervise the preparation/completion of technical Regulatory resources, including reports, Regulatory permit applications and acquisition of applicable Regulatory clearances and approvals, including those for installation and well operators.</li> <li>• Responsible for appointing Inspectors and delegating powers as necessary.</li> <li>• Ensure appropriate notices are issued as required, including Compliance, Prohibition, Directions and 'Do not Disturb' notices, as well as penalty notices as well as ensuring that appropriate action is taken where notices are not complied with.</li> <li>• Responsible for overseeing and initiating direct action to prevent or mitigate serious harm. This may include but is not limited to, initiating enforcement actions for offences, applying for civil penalty orders, initiating criminal prosecutions and seeking additional orders from courts (e.g., remediation, compensation, forfeiture).</li> <li>• Recover costs from licensees for emergency management.</li> </ul> <p><b>Permitting Powers</b></p> <ul style="list-style-type: none"> <li>• Responsible for granting marine activity permits and temporary permits and for imposing, varying, suspending, or revoking approvals and permits as necessary.</li> </ul> <p><b>Legal and Emergency Powers</b></p> <ul style="list-style-type: none"> <li>• Lead on deciding on applications outcomes, requesting further information as necessary.</li> <li>• Lead on responding to appeals and legal challenges and provide reasons for decisions.</li> <li>• Responsible for supporting and sharing information with the Emergency Controller (UK Secretary of State representative Equivalent).</li> <li>• Lead and co-ordinates department's response during emergencies to manage serious harm.</li> </ul>	

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<b>Main Accountabilities (continued)</b>	
<p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>Build and maintain efficient and effective working relationships between the Hydrocarbons Regulatory Service and Hydrocarbons Operators/Licensees, in addition to cultivating and maintaining effective relationships with politicians, senior Public Servants, the business community and the wider public.</li> <li>Provide advice and guidance to key stakeholders to ensure compliance with applicable laws and Regulatory processes, standards, and policies and provide assistance, training, and support on a full range of matters related to Hydrocarbons HSE.</li> <li>Effectively engage with key stakeholders and professionals to communicate Regulatory policy advice and assistance and consult and deliver appropriate training as necessary to support departmental and Government goals and objectives.</li> <li>Engage with the relevant Heads of Service and Directors to effect and monitor work streams relating to FIG Public Works and Development &amp; Commercial Services, including planning and implementing changes to utilities provision and other dependant projects and programmes that may impact the hydrocarbon industry.</li> <li>Provide technical and/or functional support to stakeholder Regulatory Compliance Teams and prepare, interpret, and/or review correspondence, calculations, proposals, plans, specifications, investigations/studies, surveys, reports, structures, and/or systems as necessary.</li> <li>Communicate and collaborate effectively with other HSE and Regulatory Specialists to ensure consistency in deliverables and project execution.</li> <li>Chair/attend relevant boards associated with regulatory HSE function of hydrocarbon industry ensuring that appropriate reporting and monitoring is provided.</li> </ul> <p><b>Corporate Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Ensure efficient and effective budget management and ensure compliance with the corporate governance framework, with particular reference to Standing Orders and Financial Regulations.</li> </ul> <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>	
<b>Additional Information</b>	
<p>The Regulatory function of the Department of Mineral Resources (DMR) is responsible for developing, administering and ensuring compliance with the regulatory regime for offshore hydrocarbon exploration, production, decommissioning, unloading and storage in the Falkland Islands controlled waters.</p> <p>Given the commercial sensitivity and criticality of this role in the successful delivery of the Government’s Hydrocarbon activities, this post requires strict adherence to confidentiality rules and protection of privacy within existing legislation. Shareholding in oil companies with licence interests in the Falkland Islands is not permitted.</p>	

Person Specification	Offshore Petroleum – Head of Health, Safety and Environment		
Criteria	Essential	Desirable	Assessment Method
<b>NB Equivalent combinations of educational qualifications and experience may be considered</b>			
<b>Education and Qualifications</b>			
Bachelor's degree or equivalent in a Health, Safety or Environment or other evidence of suitable training and job experience	✓		A
A Master's degree in either health, safety or environment, or alternative business qualification or equivalent experience	✓		A
Relevant project/ programme management qualification, such as Prince 2, APM qualifications, PMI and/ or Managing Successful Programmes (MSP)	✓		A
Chartered Membership of an appropriate professional institute associated with Health and Safety, Engineering, Science, or Project Management	✓		A
Valid driving licence	✓		A
<b>Knowledge, Skills &amp; Experience</b>			
Extensive experience (10+years) experience of effectively leading complex and large-scale teams, projects and programmes of a similar level, ideally in a regulatory capacity	✓		A/I/R
Evidence of working in a senior operational HSE or regulatory roles, including responsibility for effective business and financial planning and project management	✓		A/I/R
Knowledge/experience of the hydrocarbon industry, or another industrial sector presenting major hazards	✓		A/I/R
Knowledge/familiarity with energy policy and business models of organisations that govern energy regulatory affairs, including Regulatory Commissions and governing bodies for Environmental Conservation, resource management, and others	✓		A/I/R
Comfortable with quantitative analysis, public speaking, advocacy group engagement, and dealing with environmental issues.	✓		A/I/R
Experience of effectively leading multi-disciplinary teams, including the ability to create a shared vision, promote co-operation and encourage excellence	✓		I/R
Experience of delivering change and transformation to organisational setups and service delivery to streamline and enhance services	✓		A/I/R
Excellent communication skills, both oral and written, including the ability to present complex information effectively to lay audiences and to produce concise and insightful high-level briefings and research reports as well as deliver effective presentations, write meaningful reports and engage pro-actively and constructively with diverse audiences, and to communicate confidently with all levels of stakeholders	✓		A/I/R
Able to influence, encourage, improve and enforce compliance with health and safety regulation	✓		I/R
Excellent working knowledge of project management methodologies and governance frameworks, including leading multi-disciplinary teams	✓		A/I
Strong organisational, program management, teambuilding and facilitation skills	✓		I/R

Person Specification	Offshore Petroleum – Head of Health, Safety and Environment		
Criteria	Essential	Desirable	Assessment Method
Excellent interpersonal and influencing skills, including the ability to debate constructively whilst maintaining professional credibility and constructive working relationships	✓		I/R
Ability to work successfully in a complex political and stakeholder environment and report/ engage at all levels	✓		I/R
Ability to prioritise a demanding workload and work effectively on own initiative	✓		I/R
Experience of working corporately in a complex multi-service organisation	✓		A/I/R
Evidence of significant people management and (multi-disciplinary) team development experience, along with strong leadership ability to constructively motivate and manage people at all levels, internally and externally	✓		A/I/R
Able to deal credibly and effectively manage external professional teams	✓		I/R
Experience in matrix management to deliver successful project outcomes	✓		A/I
Ability to identify and resolve problems quickly in an inclusive and pragmatic way	✓		I/R
Good knowledge and skills with MS Office, including MS Project	✓		A/I
Able to deal credibly with elected members and Senior Public Servants and other key stakeholder including oil companies and their contractors, other leading members of the business community and the general public	✓		A/I/R
Highly motivated and able to work efficiently and effectively on own initiative	✓		A/I/R
Demonstrated commitment to high quality service delivery	✓		I/R
Knowledge/experience of Falkland Islands Government structures and decision-making processes		✓	I
<b>Personal Attributes</b>			
Self-reliant and resilient with a practical and strategic approach to work	✓		I/R
Accepts responsibility and accountability	✓		I/R
Sound judgement when evaluating political, social and economic impacts	✓		I/R
Strong political sensitivity and awareness	✓		I/R
Awareness of sensitivity of information in a small community	✓		I
Adaptability to working in a small, remote community	✓		I/R
Aligns with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
<b>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.</b>			

**Method of Assessment:** A – Application Form I – Selection Interview R – Reference