

<b>Job Title:</b>	Resident Engineer		
<b>Department:</b>	Public Works	<b>Section:</b>	Port Replacement Project
<b>Reports to:</b>	Deputy Director of Public Works (Capital)		
<b>Grade:</b>	Falkland Islands Government Grade - A	<b>Job Code:</b>	TBC
<b>Overall Purpose of the Role</b>			
<p>To act, with the Senior Port Project Manager, as the client representative for the Falkland Islands Government's (FIG's) largest single infrastructure project, the replacement of the Falklands Interim Port and Storage Solution, known as FIPASS. In particular, the Resident Engineer will provide client-side site management of the new access road and causeway, to ensure compliance with all aspects of the contract are discharged correctly on site. They will also, with advice from marine specialists, provide oversight of the marine-side works. They will have primary responsibility for overseeing work by project contractors, checking that work is being done in accordance with all drawings and specifications, and in line with clauses of all contracts. They will provide and receive early warning notices, and confirm compliance of works as appropriate. The role will also, depending on capacity, work on other FIG infrastructure projects, which may include the new power station and wind farm, and waste management facility.</p>			
<b>Job Facts &amp; Figures:</b>			
<ul style="list-style-type: none"> <li>• With others, responsible for FIG's largest single infrastructure project, total value over £150m</li> <li>• Work alongside Senior Port Project Manager to provide client-side management</li> <li>• Oversight of on-site contractors and contracts of individual values between £20m to £60m</li> </ul>			
<b>Key Role Activities</b>			
<p><b>Role Specific Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Take primary corporate responsibility for ensuring compliance with all contracts in place for the port replacement project.</li> <li>• Act as client site manager and primary liaison between FIG and contractors, including the marine-side specialist assurance provider to FIG.</li> <li>• Co-ordinate with contractors to carry out site inspections, ensuring all necessary documentary support for delivery is correctly provided and stored.</li> <li>• Provide information to and work closely with FIG's contracted professional services framework provider to ensure FIG receives all relevant specialist and technical advice needed to run the project.</li> <li>• Sign off on payment milestones, ensuring compliance to all contractual terms.</li> <li>• Prepare, discuss, cost and report on any changes in scope or programme, coordinating with Senior Port Project Manager and partnering contractors, to provide plans and estimates for the work.</li> <li>• Work with the Senior Port Project Manager to provide regular reporting to the Port Project Board and senior stakeholders, including elected members.</li> <li>• Ensure compliance with FIG's internal project and programme reporting protocols, managed through the Programme Management Office.</li> <li>• Dependent on capacity, to provide Resident Engineer support to other FIG projects as directed by the Director and Deputy Director of Public Works.</li> </ul>			

<b>Job Title:</b>	Resident Engineer
<b>Key Role Activities continued</b>	
<p><b>Corporate Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Seek to achieve the aims of Islands Plan;</li> <li>• With the Port Project Board and PWD Deputy Director (capital) to be responsible for delivering the objectives and standards of the Port Replacement Project within the allocated resources – ensuring the pro-active identification of performance and resource problems;</li> <li>• Implement and support management systems, processes and structures in line with corporate policies;</li> <li>• Ensure a high standard of service to customers is secured, seeking continuously to improve on this and ensure that customer complaints and Member enquiries are dealt with effectively within corporate guidelines;</li> <li>• Ensure the effective management of the project's resources including budgets, assets and people;</li> <li>• Participate in and, when required, lead corporate projects as agreed with the Corporate Strategic Director, including active membership of corporate working groups;</li> <li>• Work co-operatively with other Heads of Service, Directors and Members for the greater good of the Government;</li> <li>• Seek and build partnerships with other organisations including not-for-profit and the private sector companies to achieve the Government's goals;</li> <li>• Other duties consistent with the level of post as agreed with the Corporate Strategic Director</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>	

Person Specification:	Resident Engineer		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Minimum 10 years' site and project management experience, including overseeing external contractors	✓		A/I
Minimum 5 years' contracts management experience, including experience and confidence working with NEC contracts	✓		A/I
Experience of business and financial planning	✓		A/I
Budget development and management experience	✓		A/I
Good confident interpersonal skills	✓		A/I
Able to deal credibly with elected Members and senior civil servants in addition to other leading members of the community and general public	✓		A/I
Able to liaise with the media locally and support elected Members and the Chief Executive and Directors in responding to the media	✓		A/I
Highly computer literate (CAD, MS Suite, other engineering software)	✓		A/I/R
Good verbal, reasoning and written communication skills with the ability to produce reports for senior management and elected Members drawing on different information sources	✓		A/I/R
Able to present information to audiences effectively	✓		A/I
Good numeracy skills	✓		A/I
Experience of working on marine projects		✓	A/R/I
Experience of working in a civil service or the public sector		✓	A
Experience of strategic planning		✓	A/I
<b>Personal Attributes:</b>			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Ability to work in a complex political and stakeholder environment	✓		A/I/R
Able to work in a confidential environment	✓		A/I

Person Specification:	Resident Engineer		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Leadership ability – able to motivate and manage a group of staff or contractors	✓		A/I
Ability to think laterally and creatively to generate novel but realistic solutions	✓		A/I/R
Pro-active and flexible	✓		A/I
Well organised; able to be responsible for a range of different tasks simultaneously	✓		A/I
<b>Qualifications &amp; Training</b>			
Bachelor's Degree (or equivalent i.e. NVQ Level 6) or other evidence of this level of ability (e.g. training record and job experience)	✓		A
Chartered Civil or Structural Engineer	✓		A
A Master's Degree (or equivalent) in a relevant subject		✓	A
A Business Management qualification		✓	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