

Job Title:	Senior Project Planner		
Department:	Public Works Department (PWD)	Section:	Projects
Reports to:	Deputy Director – Projects (DDP)		
Grade:	Falkland Islands Government Grade – B	Job Code:	TBC
Overall Purpose of the Role			
Lead the coordination of multiple project workstreams to support the effective delivery of projects within the Falkland Islands Government’s Capital Programme, providing regular reporting to the Deputy Director – Projects on overall performance, key risks and programme tolerances across all planned capital initiatives.			
Key Role Activities			
<ul style="list-style-type: none"> Develop, maintain and manage detailed project schedules across multiple capital projects using industry standard planning tools and techniques. Oversee the integration and alignment of project plans to ensure the coherent delivery of the overall Capital Programme. Track progress, identify deviations and report on project performance, risks and tolerances to the DDP and other senior stakeholders. Apply structured risk management protocols across projects and programmes, maintaining risk registers and ensuring timely mitigation plans. Engage proactively with internal and external stakeholders, including FIG’s Project Team, technical design teams, contractors, consultants and representatives to support effective decision making and delivery. Ensure all project activities adhere to governance frameworks, policies and legal obligations. Review and enhance project management practices, supporting through mentoring and providing expert planning advice. Produce high-quality reports, dashboards and presentations to enable elected Members, the Chief Executive and the Director of Public Works to communicate complex information clearly and confidently. Contribute to the development of new approaches, solutions and strategies to address challenges and improve delivery outcomes. <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>			

SENIOR PROJECT PLANNER

Job Description

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Additional Information	
<ul style="list-style-type: none">Ten-year Capital Programme with an estimated value of £450 million.	

SENIOR PROJECT PLANNER

Job Description

Person Specification:	Senior Project Planner		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
6+ years' experience in senior project planning and programme management	✓		A/I/R
Demonstrable experience of delivering large and complex projects and programmes	✓		A/I/R
Ability to develop comprehensive project schedules using recognised planning methodologies	✓		A/I/R
Ability to collaborate with multi-disciplinary teams, stakeholders and contractors to scope, timelines and milestones	✓		A/I/R
Ability to monitor project progress, identify risk and issues and implement mitigation strategies	✓		A/I/R
Proven experience in the application of project and programme management principles and governance frameworks	✓		A/I
Strong ability to influence decisions through researching and providing persuasive evidence-based information	✓		A/I
Skilled in creative thinking to develop innovative concepts and solutions to address identified challenges	✓		A/I/R
Ability to work successfully in a political environment, demonstrating initiative under the guidance of senior leadership	✓		I/R
Experience of working at a similar level within a multidisciplinary organisation	✓		I/R
Ability to deliver impactful presentations of complex information and engage proactively and constructively with diverse audiences	✓		A/I/R
Excellent verbal and written communication skills	✓		I/R
Ability to critically review and enhance management approaches to drive improvements	✓		I/R
Proven experience of applying risk management frameworks across project and programme contexts	✓		I/R

SENIOR PROJECT PLANNER

Job Description

Person Specification:	Senior Project Planner		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience (continued)			
Highly computer literate including a good working knowledge of MS based software packages (e.g. Word, Excel, Project)	✓		A/I
Good organisational and prioritisation skills	✓		A/I
Experience of working within a government or public sector environment		✓	A/I
Personal Attributes			
Highly motivated, with the ability to work in a busy, pressured environment managing multiple priorities	✓		I/R
Proven track record of working successful to tight deadlines	✓		I/R
Credible, confident and professional manner	✓		I/R
Awareness of sensitivity of information and able to work in a confidential environment	✓		I/R
Pro-active and flexible with the ability to think creatively and laterally to generate realistic solutions	✓		I/R
Align with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I
Qualifications & Training			
BSc (or equivalent) in a relevant subject	✓		A/I
Relevant Project/Programme Management Qualification, i.e. Prince 2, APM, PMI and/ or Managing Successful Programmes (MSP)	✓		A
Valid driver's license	✓		A/I
MSc (or equivalent) in a relevant subject		✓	A/I
Business Management Qualification		✓	A/I
NB Equivalent combinations of educational qualifications and experience may be considered.			
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 P – Presentation