



Falkland Islands Government – Job Description

Job Title:	Director of Development & Commercial Services		
Department:	Development & Commercial Services	Section:	Development & Commercial Services
Reports to:	Chief Executive		
Grade:	Falkland Islands Government Grade – A1	Job Code:	104DPE

Job Purpose

The development of 'Place' across the Falkland Islands, ensuring that the activities of Planning, Development, Regeneration, and Corporate Programmes and Procurement operate in a co-ordinated manner to efficiently and effectively enable the achievement of the Government's priorities.

Working closely with the Chief Executive and other members of the Corporate Management Team to ensure the National Infrastructure Plan is delivered being the senior accountable lead for the development of FIG's cyber security and implementation. This includes but is not limited to the following major programmes facilities and projects:

- Strategic investment in international air terminal and new management model
- Commercial aviation including additional air links to/from South America
- New port facilities
- On-shore infrastructure in support of the nascent hydrocarbon sector
- Extra care facility for older people and vulnerable adults
- All-weather sports facilities.
- Develop strategy and plans to enable the Falkland Islands to become the Gateway to Antarctica

Main Accountabilities:

To Provide the strategic leadership to the Planning & Building service ensuring coherence between strategic infrastructure needs and the development of the built environment.

Lead commercial negotiations with the private sector organisations for the delivery of services and the development of activities that support the wider economic development of the islands.

Develop, review and implement public/private partnerships within the islands, to meet the Governments priorities, ensuring value for money is secured on shared strategies and services.

Provide strategic direction as the Government develops further its relationship with businesses nationally and internationally and with the people we serve across the islands.

Identify the direction to be taken and lead the Government's approach to procurement at both a strategic and operational level.

In support of the wider economic development of the Falkland Islands, lead the management of a number of key Commercial and Operational Services:

- The inter-island air service (FIGAS)
- Procurement & Contract Management
- Programme Management
- Stanley Leisure Centre
- Planning & Building Services
- Courts and Tribunal Service



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Main Accountabilities Continued:

Lead the governance and management of a number of contracted / outsourced services ensuring the Governments achieve value for money and agreed service performance standards are delivered:

- Ferry and coastal shipping service (outsourced contract)
- International container shipping (SAAS: a public-private partnership)
- Supply of fuel (Stanley Services: a public-private partnership)
- Government ICT (outsourced contract)
- Radio and TV infrastructure and broadcasting services (outsourced contracts)
- Weather forecasts and meteorological information (outsourced contract)

- Identify and implement opportunities for shared services across FIG through working proactively with other organisations.

- Develop the relationship with Sure South Atlantic Ltd to enable the strategic review during the next phase of the international broadband capacity contract

- Take responsibility for the national infrastructure plan ensuring regular review and refresh of the National infrastructure Plan

- Develop and deliver ICT & cyber security strategy to ensure Government optimises its use of technology to increase efficiency and effectiveness; including the reduction in transaction costs for service delivery and management of the centralised government IT budget.

- Streamline the government's procurement processes to reduce unnecessary bureaucracy and improve value for money.

Functional Service Leadership:

- Lead the strategic management of the assigned services, ensuring achievement of Islands Plan, Corporate Plan and annual Business Plan targets by taking a pro-active approach to strategic planning, the provision of service wide and business unit specific plans and continuous improvement.

- Provide appropriate and timely professional advice to elected Members, as well as high level management expertise to help inform the decision making of the Chief Executive and Corporate Management Team (CMT).

- Ensure that appropriate management systems, processes and structures are in place across the Directorate, in line with corporate policies.

- Ensure effective overall management of directorate budgets and provide direct representation to all relevant bodies as necessary.



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Corporate Responsibilities:

- Actively engage in, and support, the wider performance management and business improvement process by providing technical expertise to appraise alternative service support or delivery models.
- Ensure that accurate and timely reports are submitted to the CMT, Executive Council, Legislative Assembly, Standing Finance Committee and other committees / project boards as appropriate.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development (CPD).
- Corporate lead/head of profession for project and programme management across the organisation.
- Corporate lead/head of profession for learning and development in relation to procurement, commissioning and commercial skills.

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.



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Person Specification:	Director of Development & Commercial Services		
Criteria	Essential	Desirable	Assessment Method
Qualifications and Training			
Professional qualifications in a relevant subject	✓		A
Well educated - to equivalent of first degree level	✓		A
A Master's degree or equivalent in a relevant subject		✓	A
A business management qualification and/or programme management qualification (e.g. PRINCE2)		✓	A
Experience & Evidence:			
Minimum of 10 years recent relevant experience at Senior Management level across a range of relevant service areas including experience of successful commissioning/contracting out of public services	✓		A
Evidence of successful delivery of innovative solutions for the development of 'place' across a broad remit	✓		A/I
Experience of successfully managing major organisational change and development	✓		A/I
Evidence of successful partnership working	✓		A/I
Clear experience in developing shared services	✓		A/I
Experience of business and financial planning in a financially constrained context and involving hard to predict budgets	✓		I
Experience of delivering effective performance management at organisational and individual staff level	✓		A/I
Experience of strategic planning and effective programme and project management	✓		A/I
Experience of policy development at Board or equivalent level	✓		I
Experience of working in a highly political environment	✓		I
Knowledge:			
The full range of senior management challenges including budgets, performance management, people management, project management and business and strategic planning	✓		I/R



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Person Specification:	Director of Development & Commercial Services		
Criteria	Essential	Desirable	Assessment Method
Skills:			
Strong interpersonal skills, able to win confidence and maintain credibility	✓		I/P
Excellent communication skills (verbal and written) and able to present complex information effectively to large audiences in the form of oral and written presentations	✓		I/P
Sound financial management skills including ability to use statistics at a non-specialist level	✓		I
Sound verbal reasoning skills	✓		I/P
Able to work in a complex political and stakeholder environment	✓		I/R
Able to initiate and drive corporate programmes and projects through winning sufficient consensus and then ensuring delivery through focus on time-scales, budget and outcomes	✓		I/R
Leadership skills, with the ability to effectively manage staff who are not direct reports	✓		I/R
Able to interpret large datasets and produce clear concise analytical outputs	✓		I/R
Strong planning and organisational skills	✓		I/R
Ability to apply experience to the particular challenges of the Falkland Islands	✓		I/P
Motivation:			
Strong focus on achievement and delivery, with a creative but pragmatic approach to problem-solving	✓		I/R
Enthusiastic individual with a 'can do' attitude	✓		I/R
Ability to work independently, at a senior level, and as part of a team	✓		R
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of assessment:

A - Application Form I - Selection Interview

R – Reference

P - Presentation