



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Senior Public Policy Advisor		
<b>Department:</b>	Policy and Economic Development	<b>Section:</b>	Policy
<b>Reports to:</b>	Director		
<b>Grade:</b>	<b>B</b>	<b>Job Code:</b>	615SPA

## Job Purpose

*To coordinate the work of a small team of policy analysts and develop, shape and advocate domestic policies for the Falkland Islands. On behalf of client departments, this work can be expected to cover a diverse range of topic areas including education, healthcare, environmental protection, labour force and immigration, resource development, taxation, housing and infrastructure. The Senior Public Policy Analyst is also responsible for ensuring high quality and responsive services and for overseeing a collaborative and innovative approach to the development of policy options.*

## Main Accountabilities:

- ❖ Negotiate and manage delivery of the government-wide policy priorities list, ensuring timely development of policy recommendations.
- ❖ Oversee the work of the Statistician/Social Policy Analyst and the Economist/Economic Policy Analyst and provide guidance and advice as required to ensure high quality research, analysis and recommendations are provided to client departments.
- ❖ Act as lead policy resource for the Treasury and Legal Directorates and for issues related to public diplomacy and relations with the United Kingdom and other Overseas Territories.
- ❖ Act as liaison and chief interface with funding bodies as required.
- ❖ Undertake analysis, policy design and advocacy of public policy alternatives and develop proposals for consideration by the Corporate Management Team (CMT) and the Legislative Assembly.
- ❖ Lead on the development of policy for cross-cutting government initiatives on behalf of CMT and/or the Legislative Assembly.
- ❖ Where appropriate, lead the implementation of policy initiatives within the Islands.
- ❖ Produce detailed public policy documents, reports, briefings, press articles and consultation responses on behalf of the Falkland Islands Government.
- ❖ Pro-actively monitor relevant U.K and international policy developments to identify potential issues, opportunities and challenges for the Falkland Islands.
- ❖ Identify and pursue international funding opportunities to accelerate the delivery of government programs.
- ❖ Represent the FIG Policy Unit on internal and external committees and working groups.
- ❖ Deputise for the Director of Policy and Economic Development as required.

***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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## Additional Information:

The Falkland Islands Government (FIG) has around 680 permanent and casual employees and spends around £68 million p.a.

FIG's Policy and Economic Development Directorate has a broad remit to provide economic and policy advice to Elected Members, the Corporate Management Team and FIG Departments.

The Policy Unit is responsible for co-ordinating the Government's economic policies and monitoring the effectiveness of public spending in achieving the Government's economic goals; improving the Government's capacity to address strategic, cross-cutting issues; enhancing the evidence base for economic policy making by undertaking economic and policy research; managing relations with the European Union (EU); providing the Government's Statistical Service; and monitoring and review of Performance Management across all FIG departments.

This post will require strict adherence to confidentiality rules and protection of privacy within existing legislation.



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<b>Person Specification:</b>	Senior Public Policy Advisor		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications/Professional Membership:</b>			
Degree (or equivalent) in a relevant subject such as political science, economics, public policy, social science or law etc.	✓		A
Masters' Degree in a relevant subject area		✓	A
<b>NB</b> Equivalent combinations of educational qualifications and experience may be considered.			
<b>Knowledge, Skills and Experience:</b>			
Minimum of 5-10 years' relevant experience in public policy work, ideally within a public sector environment (government, NGO or similar), including formulating policy	✓		A/I
Prior experience of solution-oriented policy analysis and/or development	✓		A/I/O
Significant experience in qualitative and/or quantitative research and evidence of highly developed analytical skills	✓		A/I
Evidence of an ability to think creatively about policy issues	✓		I/R/O
Demonstrable knowledge of social and economic issues affecting the Falkland Islands	✓		A/I/O
Experience of formulating and maintaining constructive working relationships with elected officials senior civil servants and other key stakeholders	✓		A/I
Excellent written and verbal communication skills	✓		A/I
Excellent attention to detail and a good standard of numeracy	✓		A/I/R
Ability to effectively manage and prioritise a challenging and varied portfolio of work, meet tight deadlines and maintain a client-focused approach	✓		I/R
Strong interpersonal skills and the ability to communicate effectively across all levels of government and with external stakeholders	✓		I/R/O
Experience in successfully managing a small team of professionals	✓		A/I/R
Good team building, motivating and leadership skills	✓		I/R
Ability to maintain confidentiality of sensitive data	✓		I/R
Experience in delivering effective policy innovation		✓	A/I/R
Knowledge of consultation and collaboration tools and techniques		✓	A/I/R
Knowledge of the Falkland Islands economy and society		✓	A/I/O



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<b>Personal Attributes:</b>			
Highly motivated and able to work on own initiative	✓		I/R
Demonstrated commitment to high quality service delivery	✓		I/R
A practical and strategic approach to work	✓		I/R
Self-reliance and motivation	✓		I/R
Acceptance of responsibility and accountability	✓		I/R
Sound judgement when evaluating political and economic issues	✓		I/R
Strong political sensitivity and awareness	✓		I/R/O
Awareness of sensitivity of information in a small community	✓		I/R/O
Adaptability to working in a small, remote community	✓		I/R/O
Ability to identify pragmatic solutions to complex problems	✓		I/O/R

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

O – Other