



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Deputy Director of Development & Commercial Services		
<b>Department:</b>	Development & Commercial Services	<b>Section:</b>	Development & Commercial Services
<b>Reports to:</b>	Director of Development & Commercial Services		
<b>Grade:</b>	A	<b>Job Code:</b>	104DD1

## Job Purpose

The post holder will be responsible for acting as deputy to the Director in all areas of the directorate; providing support with regard to the overall monitoring/operational responsibility for all of the Directorates activities, budgets and public services, and ensuring that the unit operates within the Government's policies and strategies to achieve the objectives and performance standards set for it within the resources allocated.

Support the Director to ensure that the activities of Planning, Development, Regeneration, Leisure Services, Corporate Programme Management, Procurement & Contracts management and all other Directorate services operate in a co-ordinated manner to efficiently and effectively enable the achievement of the Government's priorities.

Lead on delivery of certain projects that fall within the Development & Commercial Services directorate, as well as the Leisure Centre, programme management, procurement and Court Administration functions.

Working closely with the Director and other members of the Corporate Management Team you will ensure that the Corporate Management Plan is delivered including the development and contract management of assigned capital projects.

## Main Accountabilities:

- Ensure full knowledge of all activities and functions is maintained so as to ensure continuity of functions and activities in the absence of the Director, assuming all responsibilities in Directors absence.
- Provide support to the Director in effectively delivering the assigned services, activities and projects.
- Undertake research and preparation of reports, and leading and developing projects including identification of need and the meeting of need in any area of the directorate.
- Co-ordinate similar work being carried out by appointed consultants to enable projects or initiatives to be developed and delivered efficiently and economically.
- Develop, prepare, discuss and cost scheme proposals for new development projects with or through the appointed framework consultants including providing robust budget estimates for the works.
- Develop, prepare, and monitor the annual departmental budget to provide adequate financial resources for the Department to carry out its assigned functions.
- Develop, prepare and monitor the assigned sections of the Capital budget and programme, ensuring this is realistic and adequately resourced both in development and execution.
- Seek to achieve the aims of Islands Plan.
- Within Governmental policies and strategies, and statutory requirements, undertake the operational management for the assigned functions and services.
- Lead on development and delivery of projects within the directorate's direct responsibility.



# Falkland Islands Government – Job Description

## Main Accountabilities: *(continued)*

- Develop in consultation with the Director the objectives, performance standards and resources for the Directorate and then be responsible for delivering the objectives and standards within the allocated resources – ensuring the pro-active identification of performance and resource problems.
- Develop with Director a business plan for the Directorate and monitor activities to ensure standards and targets are met throughout the Directorate.
- Implement where needed and support management systems, processes and structures in line with corporate policies.
- Ensure a high standard of service to customers is secured, seeking continuously to improve on this and that customer complaints and Member enquiries are dealt with effectively within corporate guidelines.
- Support the director in ensuring the effective management of the Directorates resources including budgets, assets and people.
- Lead staff, regularly appraise, develop and discipline as required and ensure effective performance management of all sections, teams and individuals within the Directorate.
- Participate in and, when required, lead on corporate projects as agreed with Director, including active membership of corporate working groups.
- Work co-operatively with other Heads of Service, Directors and Members for the greater good of the Government.
- Seek and build partnerships with other organisations, the not-for-profit and the private sectors to achieve the Government's goals.
- Other duties consistent with the level of post as agreed with the Director.
- Line management responsibility for the Programme Manager, Head of Procurement, Leisure Centre Manager and Courts Administration, as well as deputising for the Director as required for the other directorate services.
- Lead on National Infrastructure Plan.
- Lead on Antarctic Gateway planning and development initiatives.

***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.***



# Falkland Islands Government – Job Description

## Additional Information:

- Annual recurrent budget for operation for Directorate £7 million Expenditure, £1.5 million Revenue.
- Capital Programme Budget £50 million typically.
- Development & Commercial Services Secretariat personnel include:
  - Director of Development & Commercial Services
  - PA
  - Programme Manager
  - Programme Management Assistant
  - Procurement & Contracts Officer
  - Head of Procurement
  - Planning & Building Services



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Person Specification:	Deputy Director Development & Commercial Services		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>			
Well educated - to equivalent of NVQ5/degree level in civil engineering, construction or building, or other evidence of this level of ability (e.g. training record and job experience).	✓		A
Chartered Civil Engineer, Chartered Surveyor and/or a Construction Management or Project/ Programme Management Professional.	✓		A
A business management qualification.		✓	A
<b>NB</b> Equivalent combinations of educational qualifications and experience may be considered.			
<b>Knowledge, Skills and Experience:</b>			
5 years managerial experience at similar level in a multidisciplinary organisation.	✓		A
Budget development and management experience.	✓		A
Wide experience of business and financial planning.	✓		A
Excellent working knowledge of project development and monitoring including both technical and budgetary aspects.	✓		A/I
Sound working knowledge of utilities and service provision including both technical and budgetary aspects.	✓		A/I
Able to draw from others what they need and transfer this both into reports for Councillors and Management Team and project briefs for those who will deliver the desired outcome.	✓		I/R
Good numeracy skills.	✓		A
Good verbal reasoning skills.	✓		I/R
Highly computer literate including a good working knowledge of Word and Excel.	✓		A/I
Good interpersonal skills and a confident manner.	✓		A/I/R
Good leadership ability – able to motivate and manage staff at all levels.	✓		A/I/R
Well-developed ability to collate, absorb, analyse and manage complex information and when necessary present this in clear and concise form to others with no or little knowledge of the subject.	✓		A/I/R
Able to liaise with the media locally and support elected Members and the Chief Executive and Directors in responding to the media.	✓		A/I/R
Well organised; able to be responsible for a range of different tasks simultaneously.	✓		A/I/R



# Falkland Islands Government – Job Description

<b>Knowledge, Skills and Experience: (continued)</b>			
Good communication skills verbal and written; with the ability to produce clear reports for senior management and elected Members drawing on different information sources.	✓		A/I/R
Also able (with further training if necessary) to produce appropriate copy for the media.	✓		A/I/R
Able to present information to any audience effectively.	✓		A/I/R
Possess a current valid driving licence.	✓		A
5 years managerial experience in a similar role in a Government Department.		✓	A
Experience of performance management at organisational and individual staff level.		✓	I/R
Experience of strategic planning.		✓	I/R
Good working knowledge of MS Project.		✓	A
<b>Personal Attributes:</b>			
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/R
Pro-active and flexible.	✓		A/I/R
Ability to think laterally and creatively to generate novel but realistic solutions.	✓		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/R

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation