



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Head of Planning & Building Services		
<b>Department:</b>	Development & Commercial Services	<b>Section:</b>	Planning & Building Services
<b>Reports to:</b>	Director of Development & Commercial Services		
<b>Grade:</b>	Falkland Islands Government Grade - A	<b>Job Code:</b>	616EPO

## Job Purpose

Responsible for the strategic leadership and day to day operational management of the Planning & Building Service, the role encompasses being the professional lead on activities such as Development Management, Building Control, Policy, Heritage, and Enforcement. As a 'Head of Service' the postholder will also be responsible for providing expert advice to other government departments in relation to statutory land use planning and building control functions. (In the provision of such advice they will seek to deliver sustainable environmental, social and economic development of the Islands, whilst securing the health, safety and welfare of persons in connection with the built environment).

## Main Accountabilities:

- Lead the delivery of all statutory planning and building control functions.
- Act as the Government's 'Proper Officer' under all relevant legislation which currently includes the Falkland Islands Planning Ordinance 1991, the Building Ordinance 1994, Building Regulations 1999, Conservation of Wildlife and Nature Ordinance 1999 and international agreements such as the Convention on Biological Diversity, the Environment Charter 2001, RAMSAR, ACAP (Agreement for the Conservation of Albatross and Petrels) and the Kyoto Protocol on Climate Change.
- Prepare, implement and oversee strategies/plans/policies/guidance for land use planning, building control and the protection of the Falkland Islands' biodiversity in order to provide a sound basis for the long term sustainable development of the Falkland Islands.
- Implement or amend legislation, where necessary, in order to ensure sustainable development and to improve procedures under legislation such as the Planning Ordinance 1991 & the Building Regulations 1999 (and amendments therein)
- Commission planning and/or building studies or undertake other research as relevant to service delivery, committee and group memberships.
- Review Environmental Impact Assessments currently submitted under the Planning (Environmental Impact Assessment) Regulations 2015 (including commissioning and management of technical experts) and support related policy work.
- Work with other Government departments, non-governmental organisations, landowners, developers, commercial interests and the general public in order to raise awareness and activity in planning, building and environmental issues.
- Oversee and review the service budgets to ensure that they are spent according to priorities set out in approved strategies and to seek other sources of funding to achieve objectives set out in approved strategies as required.
- Organise and attend relevant committees and meetings such as the Planning and Building Committee, Historic Buildings Committee, Lands Committee and actively contribute to the Environment Committee. The post holder will also facilitate and lead the Property Group.



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<b>Main Accountabilities: <i>(continued)</i></b>	
<ul style="list-style-type: none"><li>• Lead, inspire, mentor, and manage professional and administrative Planning &amp; Building Service staff, in order to process and formulate recommendations and to otherwise make decisions, (in accordance with the agreed scheme of delegation) in respect of all types of applications submitted to the Planning Authority.</li><li>• Working in partnership with the Environment Department to aid in the delivery of statutory environmental functions and meet the Government’s international environmental commitments through the development control process.</li><li>• Co-ordinate the delivery, monitoring and review of Planning and Building related legislation, documentation and accompanying guidance such as the Planning Ordinance, Building Regulations and other advice.</li><li>• Manage the annual service budget, currently £271,000 and the administration and monitoring of various grant schemes, including those relating to the maintenance of historic buildings.</li><li>• Proactively advance environmental good practice founded upon principles of sustainable development.</li><li>• Advance the review and further development of the Falkland Islands Building Regulations whilst maintaining affiliation of the Local Authority Building Control (LABC) a UK organisation.</li><li>• Undertake annual reviews of the Stanley Town Plan as agreed with the Director of Development and Commercial Services.</li></ul>	
<b>Corporate Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Within Governmental policies and strategies, and statutory requirements, undertake the operational management for the assigned functions and services.</li><li>• Propose the objectives, performance standards and resources for the service, for agreement with the Director of Development &amp; Commercial Services, and be responsible for delivering the objectives and standards within the allocated resources – ensuring the pro-active identification of performance and resource problems and their resolution.</li><li>• Produce the annual business plan for service delivery and ensure the proper recording of key performance indicators and service level objectives.</li><li>• Implement and support management systems, processes and structures in line with corporate policies.</li><li>• Ensure the consistent delivery of professional planning and building services is achieved and that all enquiries are dealt with in a timely manner and within corporate guidelines.</li><li>• Ensure the effective management of resources including budgets, assets and people.</li><li>• Lead staff, recruit, regularly appraise and develop, discipline as required and ensure effective performance management of all teams and individuals within the service.</li><li>• Participate in and, when required, lead corporate project, including active membership and leadership of corporate working groups (including the cross-directorate Property Group).</li></ul>	



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<b>Main Accountabilities: <i>(continued)</i></b>	
<b>Corporate Responsibilities continued:</b> <ul style="list-style-type: none"><li>• Work co-operatively with other Heads of Service, Directors and elected Members for the greater good of the Government.</li><li>• Seek and build partnerships with other organisations, the not-for-profit and the private sectors to achieve the Government's goals.</li><li>• Seek to achieve the aims of Islands Plan through service delivery and proactive engagement to Plan compliant projects.</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>	
<b>Criminal Record Checks - This post is regarded as a sensitive post</b>	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.</p>	



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Person Specification:	Head of Planning and Building Services		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications and Training</b>			
Master's Degree in Planning or Building Surveying together with chartered professional accreditation e.g. the Royal Town Planning Institute (MRTPi) or Royal Institute of Chartered Building Surveyors (MRICS) or equivalent.	✓		A
A valid (manual) driving licence.	✓		A
Degree in Environmental Science or comparable environmental discipline.		✓	A
A business/office management qualification.		✓	A
<b>Knowledge, Skills and Experience:</b>			
At least 7 years post qualification experience in Planning or Building Surveying.	✓		A/I
At least 5 years supervisory management experience with demonstrably progressive responsibility.	✓		A/I/R
Show leadership and can effectively motivate and manage a group of staff.	✓		I/R
Computer literate and proficient in the use of Microsoft office programmes.	✓		A/R
Proven ability to communicate with lay people on planning and building issues.	✓		A/I/R
Good verbal and written communication skills; able to produce reports for senior management and elected Members drawing on different information sources.	✓		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.	✓		I/R
Experience of delivering effective performance management at organisational and individual staff level.	✓		A/I/R
Experience of effective and efficient business and financial planning in a financially constrained context.	✓		A/I/R
Budget management experience and good numeracy skills.	✓		A/I/R
Experience/delivery of strategic (long term) planning.	✓		A/I/R
Experience of managing projects successfully.	✓		A/I/R



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<b>Person Specification:</b>	Head of Planning and Building Services		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience:</b>			
Ability to confidently engage with key stakeholders such as elected Members and senior civil servants in addition to other leading members of the community and general public.	✓		I/R
Well organised; able to be responsible for a range of different tasks simultaneously	✓		A/I/R
Able to maintain and work effectively in a confidential environment	✓		I/R
Good confident interpersonal skills.	✓		I/R
Good prioritisation skills.	✓		A/I/R
Good verbal reasoning skills.	✓		I/R
Good stakeholder management	✓		I/R
Management experience in a small team		✓	A/I
GIS experience		✓	A/I
<b>Personal Attributes:</b>			
Demonstrate a pro-active and flexible approach toward problem solving.	✓		I/R
Ability to think laterally and creatively to generate innovative but realistic solutions	✓		I/R
Ability to work in a complex political and stakeholder environment.	✓		I/R
<b>Note to Applicants:</b> 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