



Falkland Islands Government – Job Description

Job Title:	Director of Policy and Economic Development		
Department:	Policy and Economic Development		
Reports to:	Chief Executive		
Grade:	Falkland Islands Government Grade - A1	Job Code:	615HOP

Job Purpose

The Director of Policy and Economic Development is accountable to the Chief Executive and is responsible for the delivery of high quality, evidence-based and responsive economic, political and social policy, research, advice, strategy and policies to support the objectives of the Falkland Islands Government and deliver the priorities of the Islands Plan.

Job Facts & Figures:

- Approx. 14 full time staff across 6 functions:
 - Policy, including economist and statistical services
 - Communications and public diplomacy
 - Environment
 - Economic Development and cross-departmental initiatives
 - National Archives
 - Public Health
- Annual budget: £1 million

Main Accountabilities:

Role-Specific Responsibilities:

- Act as Government's principal advisor on policy and economic matters;
- Lead, motivate and champion a team of professionals in the production of high quality, evidence-based research, analysis and options to support delivery of the Islands Plan;
- Provide a responsive service of strategic advice and analysis to the Chief Executive, MLAs, Corporate Management Team members and Heads of Service, including on complex, politically sensitive, contentious or controversial issues;
- Lead on the development of policy and programme advice in areas of emerging interest to government;
- Ensure proactive monitoring and advice on international issues of importance to the Falkland Islands including Brexit, EU trade, relations with South America, etc.;
- Oversee the delivery of the annual Census of population every 5 years (next due in 2021);



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Main Accountabilities:

Role-Specific Responsibilities: *(continued)*

- Oversee the production of annual National Accounts and statistics, including the Retail Price Index, State of the Economy, minimum and living wage, socio-economic forecasts and modelling and other key national data adhering to the accepted international standards; provide guidance to FIG departments on public consultations;
- Champion policies and regulations to ensure the robust and regular collection and management of data throughout government to enable compilation of key national statistics including population health, economic performance, public safety, etc. while providing individual data protection;
- Manage and improve the system of corporate performance reporting and business planning across FIG, consistent with Islands Plan objectives.
- Through the Environment Department, ensure that the Falkland Islands' environmental policies, strategies, legislation and implementation plans are coherent, consistent with international commitments and reflective of Islands Plan priorities and the expectation of Falkland Islanders;
- Provide leadership in the delivery of economic development priorities to support sustainable economic growth, including in the tourism and science & research sectors. Develop options to overcome barriers to growth and support private sector investment both in Stanley and Camp;
- Ensure effective partnership working with key stakeholders within FIG, UK Government departments, the Ministry of Defence, business community and civil society to support the development of the Falkland Islands;
- Oversee the creation of national labour attraction strategies and programmes and support public-private collaboration to address labour and skills shortages in the Falkland Islands;
- Through the Communications Unit, ensure a strategic, professional and highly responsive service for both proactive and reactive communications and for ongoing national and international outreach through traditional and social media channels;
- Through the Public Health Unit, support the achievement of strategic and operational goals to help promote better public health outcomes in the Islands;
- Drive achievement of the Government's international Public Diplomacy objectives, including management of the Falklands Advisor in Uruguay, close coordination with the Falkland Islands Government Office in London and support for MLA international outreach activities;
- Represent FIG as agreed by the CE on the Boards of local non-governmental and subvention bodies, such as the Falkland Islands Tourism Board and the South Atlantic Environmental Research Institute;
- Provide oversight of the National Archives.



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Main Accountabilities:

Corporate Responsibilities:

- As a member of the Corporate Management Team (CMT), participate in the corporate and strategic management of the Government, working to ensure that FIG is pursuing a coherent and practical strategy in line with political priorities;
- Manage the Government's Policy Agenda and coordinate with the Legislative and ExCo agendas;
- Support the work of elected Members collectively and individually by providing policy advice and overseeing the achievement of political decisions within the DPED areas of responsibility;
- Lead the strategic management of the assigned services, ensuring achievement of Islands Plan and Business Plan targets, a proactive approach to strategic planning, continuous improvement, and responsive, high quality services;
- Provide leadership to DPED heads of service and professional staff through the setting of objectives and performance indicators, allocation of resources, monitoring achievement, mentoring and role modelling and implementation of individual performance and development plans;
- Provide efficient and effective budget management and ensure compliance with the corporate governance framework, with particular reference to Standing Orders and Financial Regulations.

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 Policy and Economic Development		
Criteria	Essential	Desirable	Assessment Method
Education and Qualifications:			
Educated to first degree level in a relevant subject area such as economics, political science or business management	✓		A
Master's degree or equivalent in relevant subject (such as business administration, public administration, public policy)	✓		A
Knowledge and Experience:			
Substantial (10+) years of experience in economic analysis, economic development and/or policy development relevant to a small island context and equivalent senior management experience including management of staff and budgets	✓		A/I
Proven ability to work with, and effectively manage, a range of senior professionals and resources	✓		A/I/R
Experience of policy development at senior government or Board level (or equivalent)	✓		A/I
Experience of working in a highly political environment and providing advice to politicians and/or executive decision makers	✓		A/R/P
High degree of national and international political awareness	✓		I/P
Proven track record in effective planning and management of budgets and resources to deliver value for money	✓		A
Understanding of public sector governance, policies, structure and cultures	✓		I/R
Thorough knowledge of local, regional and national economic development theories and best practices including labour and investment attraction	✓		I/P
Track record of collaboration with private and public sector agencies and stakeholders to deliver economic and social objectives	✓		A/I/R
Understanding of Falkland Islands economic and social issues	✓		I/P
Experience in public diplomacy and/or media relations		✓	A/I
Subject-matter expertise in the development and implementation of environmental policies and programmes		✓	A/I
Strong understanding of business enablers and private sector needs		✓	I



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Person Specification:	Director of Policy and Economic Development		
Criteria	Essential	Desirable	Assessment Method
Skills:			
Strong interpersonal skills and the ability to win confidence and maintain credibility with a broad range of stakeholders	✓		I/P
Excellent verbal communications and presentation skills and able to present complex information effectively	✓		I/P
Demonstrable ability to write fluently, succinctly and persuasively for a range of audiences with limited preparation	✓		I/R
Excellent verbal reasoning and numeracy skills, including the ability to understand economic models and use statistics	✓		I/R/P
Ability to think laterally and creatively to generate novel but realistic solutions	✓		I/R
Able to initiate and drive corporate projects, achieving sufficient consensus and ensuring delivery through focus on time-scales, budgets and outcomes	✓		I/R
High degree of confidentiality and discretion	✓		I/R
Strong planning, organisational and leadership skills	✓		I/R
Ability to apply experience to the particular challenges of the Falkland Islands	✓		I/P

Method of Assessment:

- A - Application Form
- I - Selection Interview
- R – Reference
- P - Presentation