



# Falkland Islands Government – Job Description

|                    |                                       |                  |        |
|--------------------|---------------------------------------|------------------|--------|
| <b>Job Title:</b>  | Contracts Engineer                    |                  |        |
| <b>Department:</b> | Public Works                          |                  |        |
| <b>Reports to:</b> | Director of Public Works              |                  |        |
| <b>Grade:</b>      | Falkland Islands Government Grade – B | <b>Job Code:</b> | 351CW1 |

## Job Purpose:

Ensure that all assigned capital works are carried out in accordance with the contracts.

## Main Accountabilities

### Role Specific:

- Overseeing all the departments contracted capital works and other assigned projects to ensure that they are carried out in accordance with the contracts.
- Managing all financial aspects in relation to assigned projects.
- Provide effective management and interface of the Partnering Agreement.
- The development and maintenance of cost modelling data and of costings for projects.
- Assisting the Design Engineer in the development of cost-effective scheme proposals and designs, including the development of estimates and budgets and preparation of specifications and drawings.
- Preparation of reports and contract documents for construction/infrastructure projects.

### Corporate Responsibilities:

- Participate in the corporate and strategic management of the Government as required.
- Take a leadership role for assigned areas of corporate responsibility and corporate projects.
- Assist Director of Public Works with continuous improvement initiatives and the provision of management systems, processes and structures in line with corporate policies.
- Provide leadership to staff through the setting of objectives and performance indicators, the allocation of resources, the monitoring of achievement, identification of variances and remedial action; mentoring and role modelling, and pro-active use of the individual performance appraisal system.
- Other duties consistent with the level of post as agreed with the Chief Executive.

***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:  | Contracts Engineer |           |                   |
|--|--------------------|-----------|-------------------|
| Criteria   | Essential          | Desirable | Assessment Method |
| <b>Education and Qualifications:</b>   |                    |           |                   |
| The job holder will hold a recognised civil engineering degree   | ✓                  |           | A                 |
| Willing and able to obtain any relevant professional qualification within a reasonable period of time  | ✓                  |           | A/I/R             |
| Must possess a current valid driving licence   | ✓                  |           | A                 |
| A relevant professional qualification  |                    | ✓         | A                 |
| Chartered Status   |                    | ✓         | A                 |
| <b>Experience/Evidence:</b>  |                    |           |                   |
| A minimum of 5 years postgraduate experience in a similar post and broad experience in both civil engineering and building, preferably including project development and CAD | ✓                  |           | A/I               |
| Contractual awareness and a good knowledge of contract forms including NEC, FIDIC, JCT   | ✓                  |           | A/I/R             |
| Reviewing and reporting on projects post completion with a view to improved delivery   | ✓                  |           | I/R               |
| Computer literate with a good working knowledge of Microsoft Office suite of software specifically including MS Project  | ✓                  |           | A/I/R             |
| Understands engineering/building specialisms   | ✓                  |           | A/I/R             |
| Development and management of project and contract budgets   | ✓                  |           | A/I/R             |
| 2 years plus supervisory management experience   | ✓                  |           | A/I/R             |
| Must be a self-starter with enthusiasm and the ability to work and communicate well under pressure   | ✓                  |           | A/I/R             |
| Experience of working in a Government Department   |                    | ✓         | A/I               |
| Good working knowledge of Computer Aided Design  |                    | ✓         | A/I/R             |
| Management of Contracts under Partnering Agreements  |                    | ✓         | A/I/R             |
| Experience of business and financial planning in a financially constrained context   |                    | ✓         | A/I/R             |
| Experience of performance management at organisational and individual staff level  |                    | ✓         | A/I/R             |
| Experience of strategic planning   |                    | ✓         | A/I/R             |



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| <b>Person Specification:</b>  | Contracts Engineer |           |                   |
|---|--------------------|-----------|-------------------|
| Criteria  | Essential          | Desirable | Assessment Method |
| <b>Skills:</b>  |                    |           |                   |
| Strong interpersonal skills, able to win confidence and carry credibility with contractors, clients and staff | ✓                  |           | A/I/R             |
| Good communication skills verbal and written and able to present complex information effectively              | ✓                  |           | A/I/R             |
| Sound numeracy skills including ability to use statistics at a non-specialist level                           | ✓                  |           | A/I/R             |
| Credible  | ✓                  |           | A/I/R             |
| Able to present information effectively   | ✓                  |           | A/I/R             |
| Sound verbal reasoning skills   | ✓                  |           | 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             |
| Leadership ability  | ✓                  |           | A/I/R             |

## Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference