



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Head of Service Maritime		
<b>Department:</b>	Emergency Services and Island Security	<b>Section:</b>	Falkland Islands Maritime Authority (FIMA)
<b>Reports to:</b>	Director of Emergency Services and Island Security		
<b>Grade:</b>	Falkland Islands Government Grade - A	<b>Job Code:</b>	557HMA
<b>Job Purpose</b>			
<p>The role of the Head of Service for maritime is to ensure the strategic development of the Falkland Islands Maritime Administration and its legal and regulatory framework. Ensuring compliance with maritime legislation, conventions, and codes. The Head of Service for the Maritime Authority provides leadership, management and oversight of the maritime Team including the Harbour Master.</p> <p>The Head of Service is responsible for the management of a budget of circa £415,000 including formulation, procurement of services and expenditure in lie with Financial Regulations.</p> <p>Leading a small team of professional skilled individuals including the Harbour Master, Deputy Harbour Master and two Maritime Officers.</p>			
<b>Main Accountabilities:</b>			
<ul style="list-style-type: none"><li>• Ensure that the Falkland Islands Maritime Regulatory Framework is compliant with relevant maritime Conventions and Codes is appropriate in a modern maritime environment.</li><li>• Ensure procedures are developed for responding effectively to a broad range of maritime issues including those involving existing and new regulations, maritime conventions which have been extended to the Falklands and those which are recommended for adoption, and relevant Maritime Codes.</li><li>• Develop, coordinate, review and evaluate the implementation programme for the Harbours and Ports Ordinance.</li><li>• Develop, coordinate, review and evaluate the implementation programme for the Maritime Ordinance.</li><li>• Ensure the Maritime Authority, including its remit, is developed in a coordinated and timely manner.</li><li>• Ensure collaborative cross-government working to deliver effective operational outcomes, including joint working with the Fisheries Protection Management Team to ensure effective delivery of the duty control room for maritime.</li><li>• Review and evaluate compliance with the III Code, identify any gaps in compliance and work to address such gaps ensuring FI compliance with the Code.</li><li>• Review MCA audits of FI as a Red Ensign Group member and UK Overseas Territory and work to address the recommendations from these audits.</li><li>• Embed the ethos of continuous improvement in relation to maritime activity.</li><li>• Work and consult with stakeholders to understand impact of policies to ensure informed decision-making by FIG</li></ul>			



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<b>Job Title:</b>	Head of Service Maritime
<b>Main Accountabilities Continued:</b>	
<ul style="list-style-type: none"><li>• Prepare, monitor and control annual section budget(s) to ensure expenditure is commensurate with budget, departmental business and Island plans.</li><li>• Provide leadership; setting culture, standards and direction for the maritime team 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.</li><li>• Liaise with the MCA, FCO and FI Attorney General to support the delivery of the Falkland Islands Maritime Authority and other appropriate legislative matters.</li><li>• Liaison with MoD/BFSAI on any 'joint working' on ports, maritime and other associated issues.</li><li>• Participation in the port development programme as necessary.</li><li>• Work to deliver in accordance with the aims of the Islands Plan and develop appropriate departmental Business Plans to measure this.</li><li>• Participate in and, when required, lead corporate projects as agreed with the Director of Emergency Services and Island Security, including active membership of corporate working groups.</li><li>• Provide subject matter professional advice to FIG on maritime matters to support informed decision-making.</li><li>• Invest in staff enabling them to use and develop their skill sets through coaching, mentoring and support.</li><li>• Other duties consistent with the level of post as agreed with the Director of Emergency Services and Island Security.</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>Additional Information:</b> <p>The Falkland Islands have a complex maritime environment. Fishing is the mainstay of the economy including local and foreign vessels. Tourism including cruise vessel tourism has over recent years had a significant visitor profile. The Falklands operates its own shipping register and is a member of the Red Ensign Group.</p> <p>There is a complex range of port state, flag state, coastal state and international maritime obligations and issues. New legislation has been implemented which has enabled the creation and development of a Maritime Authority.</p> <p>To achieve the stated objectives for the post, the postholder will work closely with the Harbour Master who has a more operational and regulatory focus, the Director of Emergency Services and the Fisheries Protection management team within the Natural Resources Directorate.</p>	



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Person Specification:	Head of Maritime Authority		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Training:</b>  Educated to Degree level in a Maritime discipline, with experience of working in the maritime regulatory environment OR Extensive demonstrable experience of the maritime regulatory sector and operating at a senior management level	✓		A/I
A current car driver's licence.	✓		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>  Minimum of 5 years' demonstrable experience managing and developing maritime statutory compliance and safety management in a senior capacity OR Minimum of 5 years' experience gained in a maritime legal/regulatory environment	✓		A/I
Extensive knowledge of British Maritime regulatory framework as applied to red ensign vessels.	✓		A/I/R
Demonstrable knowledge of international maritime conventions, UK merchant shipping legislation, UK maritime policy with IMO Conventions.	✓		A/I/R
Knowledge of the working regimes of the IMO and ILO	✓		A/I/R
Demonstrable evidence of developing and compiling strategic policy papers and implementation of same	✓		A?I/R
A sound understanding of port state, flag state, coastal state and international maritime regulation.	✓		A/I/R
Demonstrated ability of delivering challenging projects in line with stated outcomes.	✓		A/I/R
Competent user of computer based management systems and associated software (spreadsheets, word processing etc).	✓		A/I/R
Demonstrable ability to communicate persuasively and with influence and network effectively via a range of methods.	✓		A/I/R
Sound report writing skills; Able to produce reports for senior management and Elected Members drawing on different information sources.	✓		A/I/R



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<b>Knowledge, Skills and Experience continued:</b>			
Able to analyse and present information to audiences effectively in a formal setting.	✓		I/R
Experience of managing projects successfully.	✓		A/I/R
Experience of strategic (long term) planning.	✓		A/I/R
Sound interpersonal skills able to engage colleagues, partners, Elected members and stakeholders effectively	✓		I/R
Sound literacy and numeracy skills.	✓		A/I/R
Sound verbal reasoning skills.	✓		I/R
Demonstrates sound leadership skills – able to motivate and manage others.	✓		I/R
Legal training and experienced in drafting maritime legislation, regulation and policy	✓		A/I
Sound knowledge of port and harbour operations.		✓	A/I/R
Demonstrable evidence of drafting regulations		✓	A/I/R
Effective management of Port Operations & Port Development.		✓	A/I/R
Experience undertaking Ship surveys.		✓	A/I/R
Knowledge and experience of shipping operations and chartering.		✓	A/I/R
Management of Port, Harbour & Maritime authority operations and development.		✓	A/I
<b>Personal Attributes:</b>			
Possesses personal drive and integrity.	✓		I/R
Takes a pro-active and adaptable approach to work.	✓		I/R
Well organised; able to be responsible for a range of different tasks simultaneously.	✓		I/R
Ability to think laterally and creatively to generate novel but realistic solutions.	✓		I/R
Ability to work successfully in a complex political and stakeholder environment.	✓		A/I/R
Able to work effectively in a confidential environment.	✓		I/R

**Method of assessment:** A - Application Form I - Selection Interview

R – Reference