

<b>Department:</b>	Policy, Economy & Corporate Services	<b>Section:</b>	Environment
<b>Reports to:</b>	Head of Environment		
<b>Grade:</b>	Falkland Islands Government Grade - C	<b>Job Code:</b>	
<b>Overall Purpose of the Role</b>			
The Environment Policy Officer (Pollution & Waste) will play a key role in advancing pollution prevention and waste management, through policy and operational programmes of the Environment Department.			
<b>Key Role Activities</b>			
<ul style="list-style-type: none"> <li>• Support the Head of Environment in delivering the Environment Department’s strategic and operational remit.</li> <li>• Lead on detailed policy work, development of legislative options and recommendations, and legislative drafting instructions, as necessary, to update existing legislation or introduce new pollution and waste-related legislation, in-line with government priorities and commitments.</li> <li>• Lead on policy development for topics such as public waste facilities, emission standards and monitoring, management of offshore waste from vessels, designation of a competent authority for trans-frontier waste shipment, and hazardous waste management, in order to deliver government priorities for waste and pollution.</li> <li>• Contribute to the development of waste management protocols, including contingency plans for terrestrial oil spills, leading in-person responses to terrestrial oil spills, considerations of handling, disposal, and recycling wastes, and cost-recovery for waste management procedures.</li> <li>• Responsible for policy analysis and development, including providing advice, guidance and information, preparing briefings for Members of the Legislative Assembly, senior government officials and FIG departments, conducting stakeholder engagement and public consultations, including preparing policy briefs and research reports.</li> <li>• Working as part of a team, contribute to other areas of environmental management, as well as provide support in relation to policy analysis and policy development work related to government priorities, helping national (such as the Islands Plan, Falkland Islands Environment Strategy 2021-2040) and international commitments and reporting (such as emissions reporting).</li> <li>• Manage projects ensuring their delivery on time, within budget and to high standard, in relation to delivering the objectives of the Environment Department.</li> <li>• Managing contracts for delivery of services, including procuring goods and service providers, and evaluating outputs.</li> <li>• Where possible, suggest improvements to service delivery and/or enhance government efficiency. Contribute to the continuous improvement of Government, including through active membership in government working groups.</li> </ul>			

- Build strong professional relationships within FIG and external stakeholders to enhance collaboration and coordination across government and the wider community, in relation to environmental matters.
- This role will involve communication and engagement aspects, such as representing the Department on various committees and groups, providing content for the website, press articles, interviews with media, and public statements or contributing to and sometimes facilitating workshops or public events.

#### Development within the role:

- Seek opportunities to actively share knowledge and learning with peers and colleagues.
- Improve understanding of issues affecting FIG, particularly in relation to the environment.
- Gain knowledge and understanding of the Falkland Islands' environment as well as FIG's business and service roles.

***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.***

#### Additional Information

Based in the Environment Department, the job will include daily interaction with other members of the Environment Department and the Policy, Economy and Corporate Services Directorate, as well as regular contact with departments across government, stakeholders and members of the public.

The Falkland Islands is a special place with unique biodiversity and landscapes. This role provides an exciting opportunity to contribute to tackling threats to the environment and public health by shaping policy and procedures that will help to responsibly manage it for the benefit of current and future generations.

The Environment Department is a dynamic workplace, where on any given day you may be dealing with topics as diverse as wildlife, waste management or water. Working as part of this small team means getting involved in different aspects of the Department which can include practical, field-based support and helping with varied tasks.

Person Specification:	Environment Policy Officer (Pollution & Waste)		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Minimum of 5 years relevant work experience in government, non-governmental organizations, industry, research or similar, with a pollution, waste or environmental health focus.	✓		A/I/R
Experience with environmental policy, management, monitoring, enforcement and technical report writing and providing advice would be an asset.	✓		A/I
Advanced understanding of environmental issues and impacts and, especially, of pollution prevention and waste management	✓		A/I
Experience with project management, including managing of budget and contracts for delivering services	✓		A/I
Excellent interpersonal and negotiation skills with the ability to build and influence effective relationships with a variety of people and create enthusiasm and commitment to a shared vision	✓		A/I
Advanced skills with Microsoft Office suite, particularly Excel, PowerPoint and Word	✓		A/I
Excellent environmental and/or scientific data management, analysis, presentation and interpretation skills, including the ability to effectively analyse complex information and use it to make robust policy recommendations	✓		A/I
Strong and efficient research skills and the ability to sift, understand and analyse large amounts of information, to identify key trends and issues	✓		A/I
Stakeholder engagement experience and ability to effectively conduct public consultations	✓		A/I
Excellent communication skills (verbal, written and presentation) and ability to express ideas and impart key messages clearly, concisely and effectively	✓		A/I
Excellent organisation and time management skills, with the capacity to multi-task and prioritise	✓		A/I/R
Ability to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail	✓		A/I/R
Ability to identify pragmatic solutions to complex problems	✓		I
Demonstrated ability to work in a team and build effective working relationships	✓		I/R

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<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Knowledge, Skills &amp; Experience continued</b>			
The candidate would benefit from a strong environmental background	✓		A/I
Ability to undertake outdoor fieldwork, site assessments and surveys	✓		A/I
Experience in working with non-governmental and scientific organisations on collaborative initiatives		✓	A/I
Ability to present complex (environmental) information in an accessible manner to non-technical audiences		✓	A/I
<b>Personal Attributes:</b>			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A
A practical and strategic approach to work	✓		I/R
A high level of accuracy and attention to detail	✓		A/I
A flexible approach to work	✓		A/I/R
A positive and proactive attitude	✓		A/I
A logical approach to tackling challenging problems	✓		A/I
<b>Qualifications &amp; Training</b>			
Undergraduate degree or equivalent qualification in a relevant discipline, such as environmental science or management, public health or similar	✓		A
Masters Degree or postgraduate qualification in environmental sciences or management, public health or similar discipline	✓		A
Current valid driving licence	✓		A
Professional qualifications related to environmental management or science, public health or similar		✓	A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

**Method of assessment:** A - Application Form      I - Selection Interview      R – Reference      O - Other