



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Director of Development & Commercial Services		
<b>Department:</b>	Development & Commercial Services	<b>Section:</b>	Development & Commercial Services
<b>Reports to:</b>	Chief Executive		
<b>Grade:</b>	Falkland Islands Government Grade – A1	<b>Job Code:</b>	104DPE

## Job Purpose

Development & Commercial Services (DCS) delivers a broad range of services both within the Falkland Islands Government (FIG) and directly to the public. In this role you will lead on the delivery of commercial excellence through the planning, development and management of commercial strategies for FIG as well as providing expert advice for the development and implementation of business unit strategies.

The DCS team provides specialist procurement and contract management services and advice across FIG. The role will require you to use your commercial expertise to identify opportunities for improvement and implement these changes at a local level by working with affected parties to identify and overcome challenges.

The development of 'Place' across the Falkland Islands, ensuring that the activities of Planning, Development, Regeneration, Corporate Programmes and Procurement operate in a co-ordinated manner to efficiently and effectively enable the achievement of the Government's priorities.

## Key Role Activities:

### Role-Specific Responsibilities:

- In support of the wider economic development of the Falkland Islands, provide strategic leadership across several key Commercial and Operational Services:
  - The inter-island air service (FIGAS)
  - Procurement & Contract Management
  - The National Sports Centre and Stanley Leisure Centre
  - Planning & Building Services
  - Courts and Tribunal Service
- Working closely with the Chief Executive, Director of Public Works and other members of the Corporate Management Team (CMT), lead on the delivery of the National Infrastructure Plan. This includes but is not limited to the following major programmes, services and projects:
  - Oversee the procurement & implementation of future telecommunications services
  - Strategic investment in international air terminal and new management model
  - Commercial aviation including additional air links to/from South America
  - On-shore infrastructure in support of the nascent hydrocarbon sector
  - Oversee the strategic development of critical national infrastructure e.g. within the Education and Health estates
  - Develop strategy and plans to enable the Falkland Islands to become the Gateway to Antarctica
  - Develop & implement an exit strategy for FIG from Stanley Growers Ltd
- Lead commercial negotiations with private sector organisations for the delivery of services and the development of activities that support the wider economic development of the Islands, including the provision of strategic commercial advice and direction for the development of the Tourism industry and infrastructure.
- Develop, review and implement public/private partnerships within the Islands, to meet the Governments priorities, ensuring value for money is secured on shared strategies and services.

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## **Main Accountabilities Continued:**

- Provide strategic direction as the Government develops further its relationship with businesses nationally and internationally and with the people we serve across the Islands.
- Identify the direction to be taken and lead the Government's approach to procurement at both a strategic and operational level, and streamline procurement processes to reduce bureaucracy and improve value for money.
- Identify and implement opportunities for shared services across FIG through working proactively with other organisations.
- Lead on the governance of, and the provision of strategic management to contracted and outsourced services, ensuring the Government achieves value for money and agreed service performance standards are delivered:
  - Ferry and coastal shipping service (outsourced contract)
  - Port operator (outsourced contract)
  - Horticultural and garden supplies & services (Stanley Growers Ltd - currently 100% shareholder)
  - Radio and TV infrastructure and broadcasting services (outsourced contracts)
  - Weather forecasts and meteorological information (outsourced contract)

## **Corporate Responsibilities:**

- As a member of CMT, participate in the corporate and strategic management of the Government, working to ensure that FIG is pursuing coherent commercial strategy in line with political priorities.
- Lead the strategic management of the assigned services, ensuring achievement of Islands Plan, Corporate Plan and annual Business Plan targets by taking a pro-active approach to strategic planning, the provision of service wide and business unit specific plans and continuous improvement.
- Provide appropriate and timely professional advice to elected Members, as well as high level management expertise to help inform the decision making of the Chief Executive and CMT.
- Ensure that accurate and timely reports are submitted to the CMT, Executive Council, Legislative Assembly, Standing Finance Committee and other committees / project boards as appropriate.
- Provide efficient and effective budget management and ensure compliance with the corporate governance framework, with particular reference to Standing Orders and Financial Regulations.
- Actively engage in, and support, the wider performance management and business improvement process by providing technical expertise to appraise alternative service support or delivery models.
- Provide corporate leadership for learning and development in relation to procurement, commissioning and commercial skills across the organisation.

## **People and Organisation Leadership:**

- Provide leadership to DCS 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.
- Ensure that appropriate management systems, processes and structures are in place across the Directorate, in line with corporate policies.
- Work collaboratively with the HR team to support workforce planning, talent development and capability building. Partner with the HR team to manage complex employee relations at senior level.
- Create an inclusive culture and embed the values and behaviours of FIG.

***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 Development & Commercial Services		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Minimum of 10 years recent and relevant experience at Senior Management level across a range of relevant service areas, including experience of successful commissioning/contracting out of public services	✓		A
Experience of commercial delivery, leadership and management and the ability to think strategically	✓		A/I
Evidence of successful delivery of innovative solutions for the development of 'place' across a broad remit	✓		A/I
Experience of successfully managing major organisational change and development	✓		A/I
Evidence of successful partnership working	✓		A/I
Clear experience in developing shared services	✓		A/I
Experience of business and financial planning in a financially constrained context and involving hard to predict budgets	✓		I
Experience of delivering effective performance management at organisational and individual staff level	✓		A/I
Experience of strategic planning and effective programme and project management	✓		A/I
Experience of policy development at Board or equivalent level	✓		I
Experience of working in a highly political environment	✓		I
Experience of successfully managing and delivering the full range of senior management challenges including budgets, performance management, people management, project management and business and strategic planning	✓		I/R
Strong interpersonal skills, able to win confidence and maintain credibility	✓		I/P
Excellent communication skills (verbal and written) and able to present complex information effectively to large audiences in the form of oral and written presentations	✓		I/P
Sound financial management skills including ability to use statistics at a non-specialist level	✓		I
Sound verbal reasoning skills	✓		I/P
Ability to work in a complex political and stakeholder environment	✓		I/R



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Person Specification:	Director of Development & Commercial Services		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience continued</b>			
Able to initiate and drive corporate programmes and projects through winning sufficient consensus and then ensuring delivery through focus on time-scales, budget and outcomes	✓		I/R
Leadership skills, with the ability to effectively manage staff who are not direct reports	✓		I/R
Ability to interpret large datasets and produce clear concise analytical outputs	✓		I/R
Strong planning and organisational skills	✓		I/R
Ability to apply experience to the particular challenges of the Falkland Islands	✓		I/P
<b>Personal Attributes:</b>			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Strong focus on achievement and delivery, with a creative but pragmatic approach to problem-solving	✓		I/R
Enthusiastic individual with a ‘can do’ attitude	✓		I/R
Ability to work independently, at a senior level, and as part of a team	✓		R
<b>Qualifications and Training</b>			
Professional qualifications in a relevant subject	✓		A
Educated to first degree level in a relevant subject	✓		A
A Master’s degree or equivalent in a relevant subject		✓	A
A business management qualification and/or programme management qualification (e.g. PRINCE2)		✓	A
<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

P - Presentation