

Job Title:	Deputy Director of Natural Resources		
Department:	Natural Resources		
Reports to:	Director of Natural & Mineral Resources		
Grade:	A	Job Code:	321DDF
Job Purpose			
<p>The Deputy Director will support the Director of Natural Resources achieve the objectives and performance standards set for the directorate by ensuring that the directorate’s operational programmes, projects and work streams are developed and delivered efficiently and effectively in line with government policies and strategies and within the resources allocated to it. The postholder will assume all the responsibilities of the director in their absence.</p>			
Main accountabilities:			
Role specific			
<ul style="list-style-type: none"> • Work with the director and heads of service to deliver on Islands Plan priorities for Natural Resources, by ensuring operational delivery plans are in place, monitored appropriately, and factored into key governance processes such as budget setting. • Lead on planning and support activities to deliver high quality programmes including, but not limited to, the fisheries science programme, the fisheries control & enforcement programme, the continued development of an appropriate suite of agricultural services, and the development of a robust regulatory environment for the hydrocarbons industry, as well as undertaking any identified tasks required to meet the Environmental Strategy. • Lead on contract management for outsourced services, across the directorate, ensuring contract reporting and assessment is completed in a timely manner and rectifications are implemented as needed. • Undertake research and preparation of reports, and lead and develop projects including identification of need and the meeting of need in any area of the directorate. • Ensure full knowledge of all activities and functions is continually maintained so as to ensure that when deputising for the director there is a continuity of functions and activities in their absence. • Support the director in ensuring that the activities of Natural Resources operate in a co-ordinated manner to efficiently and effectively enable the achievement of the government’s priorities. 			
Resource management			
<ul style="list-style-type: none"> • With the director, develop, prepare and monitor the annual directorate budget to provide adequate financial resources for the directorate to carry out its assigned functions. 			

- Develop, in consultation with the director, the objectives, performance standards and resources for the directorate and be responsible for delivering the objectives and standards within the allocated resources – ensuring the proactive identification of performance and resource problems.
- Support heads of service with reviewing existing and/or developing new business plans and operational risk registers for all services, and monitor activities to ensure standards and targets are met throughout the directorate (including appropriate KPIs).
- Support the director in ensuring the effective management of the directorate's resources including budgets, assets and people.
- Support the work of the Minerals team. This will include ensuring that Natural Resources and the wider FIG is prepared for major hydrocarbon projects as and when necessary and is prepared to operate as a stand-alone function if the need arises.
- Provide effective leadership and management for staff and ensure effective performance management of all sections, teams and individuals within the directorate.
- Take on line management of teams within the directorate as and when required, for example when heads of service posts are vacant.

Relationship building

- Maintain excellent communications and professional relationships with all directorate staff and other key stakeholders and relevant agencies and organisations.

Corporate accountabilities

- Working closely with the director and other members of the Corporate Management Team to ensure that the Islands Plan Delivery Plan is delivered.
- Implement, where needed, and support management systems, processes and structures in line with corporate policies.
- Participate in and, when required, lead on corporate projects as agreed with director, including active membership of corporate working groups.
- Work co-operatively with heads of service, directors and members for the greater good of the government.
- Seek and build partnerships with other organisations, the not-for-profit and the private sectors to achieve the government's goals.
- Ensure a high standard of service is provided by staff to all stakeholders and ensure that any concerns and member enquiries are dealt with effectively within corporate guidelines.
- Other duties consistent with the level of post as agreed with the director.

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:

The Directorate of Natural Resources (DNR) is responsible for the sustainable utilisation of the natural and minerals resources of the Falkland Islands. DNR is responsible for the development and implementation of robust regulatory frameworks to ensure the correct balance between protection of vulnerable biodiversity and maximising the economic return to the Falkland Islands. Natural Resources are also responsible for the delivery of rural, veterinary and agricultural services and advice to the relevant sectors and the general public.

The annual recurrent budget for operation for directorate c. £12 million expenditure, £39 million revenue and the staffing complement consists of:

- Director of Natural Resources
- Deputy Director of Natural Resources
- Office Manager/PA for Fisheries
- Officer Manager/PA for Agriculture & Veterinary
- Project/Administration Officer for Minerals
- Head of Fisheries Science
- Fisheries Science Team of 12 staff
- Head of Fisheries Management
- Fisheries Management Team of 17
- Head of Agriculture
- Agriculture team of 7
- Senior Veterinary Officer
- Veterinary Team of 7
- Project Director (oil readiness)
- Minerals team of 5

Person specification:	Deputy Director Natural Resources		
Criteria	Essential	Desirable	Assessment method
Education and training:			
Well educated - to equivalent of NVQ6/degree level, or other evidence of this level of ability (e.g. training record and job experience)	✓		A
Holds a current valid driving licence	✓		A
A business management qualification		✓	A
NB Equivalent combinations of educational qualifications and experience may be considered.			
Knowledge, skills and experience:			
Extensive (10 years plus) relevant work experience of leading complex and large-scale teams, projects and programmes of a similar level, ideally in a multidisciplinary organisation	✓		A/I/R
Evidence of working in a senior operational delivery roles, including responsibility for effective business and financial planning and project management	✓		A/I/R
Experience of effectively leading multi-disciplinary teams, including the ability to create a shared vision, promote co-operation and encourage excellence	✓		A/I/R
Evidence of significant people management and (multi-disciplinary) team development experience.	✓		A/I/R
Experience of delivering change and transformation to organisational setups and service delivery to streamline and enhance services.	✓		A/I/R
Evidence of the ability to lead 'trouble-shooting' work to maintain reputation, meet legislative requirements, develop new approaches and deliver robust, cost effective outcomes	✓		A/I/R
Able to grasp complex areas of work quickly, and work with spoken and unspoken political dynamics, to determine the type and level of engagement and influence needed in every scenario	✓		A/I/R
Ability to understand, diagnose and engage in Government strategy and policy development activity and spot opportunities and risks across the breadth of disciplines and technical expertise	✓		A/I/R
Ability to convert strategic ideas into workable plans and effect behaviour change and form strong, collaborative working relationships as well as communicate effectively in writing and verbally within a large complex organisation and with external stakeholders	✓		I/R
Insightful and able to draw from others what they need and transfer this both into reports for Elected Members and the Corporate Management Team	✓		I/R
Ability to effectively inspire, influence, motivate and coach others while maintaining/building morale	✓		I/R

Knowledge, skills and experience: (continued)			
Proficient in the principles, methods, techniques and tools for the preparation and monitoring of budgets to minimise costs and ensure cost effectiveness	✓		A/I/R
Highly computer literate including a good working knowledge of Word and Excel	✓		A/I
Able to liaise effectively with the media locally and support elected Members and the Chief Executive and Directors in responding to the media	✓		A/I/R
Well organised; able to manage a range of different tasks simultaneously whilst still maintaining quality output and meeting deadlines	✓		I/R
Sound working knowledge of public sector service provision including both technical and budgetary aspects	✓		A/I/R
Excellent relationship building skills including the ability to work proactively and collaboratively with senior stakeholders and partners to shape the policy agenda, and build alignments, find solutions, and implement delivery plans	✓		A/I/R
Experience of performance management at organisational and individual staff level	✓		A/I/R
Experience of strategic planning and programme management	✓		I/R
Good working knowledge of natural resources management and regulatory frameworks		✓	A/I/R
Good working knowledge of MS Project		✓	A/I
Personal attributes			
Pro-active and flexible	✓		I/R
Able to build and maintain positive and productive working relationships with colleagues across the directorate	✓		A/I/R
Able to gain and maintain confidence and respect of staff across the directorate	✓		A/I/R
Maintains personal and professional credibility at all times	✓		I/R
Aligns with FIG's core values – diverse, professional, resilient & resourceful	✓		I/R
Responsible and dependable	✓		I/R
Respects and maintains confidentiality at all times	✓		I/R

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation