

Job Title:	Project Director		
Department:	Natural Resources	Section:	Natural Resources
Reports to:	Deputy Director Natural Resources		
Grade:	Falkland Islands Government Grade - A	Job Code:	TBC
Overall Purpose of the Role			
<p>To take strategic and operational responsibility for delivery of Project Sea Lion, managing all work streams, internal and external multi-disciplinary teams, ensuring the Falkland Island Government is fully prepared for oil & gas development, reporting to the Deputy Director and Project Board (Strategic Oil Group), and ensuring successful stakeholder engagement and collaboration, governance and delivery.</p>			
Key Role Activities			
<ul style="list-style-type: none"> • To manage effective project governance; including Project Board & working groups (including internal, with the operator and with UKG, establishing effective reporting and meeting schedules and ensuring appropriate reporting measures are in place to support timely decision-making throughout the project. • To ensure the project has all required project documentation in place and approved by the Project Board, and all project controls, risk and reporting measures are implemented, to ensure a structured and efficient delivery of the project. • Effectively manage and monitor all work streams for the project, and, working with the Deputy Director and other members of the Department, manage the external professional team providing technical and commercial assurance, and legal advice. Lead and manage internal workstreams, involving internal colleagues as appropriate to deliver required outcomes. • Working closely with the external advisors ensure the timely review, preparation of Executive papers and subsequent approvals of Field Development Plans, Annexes and associated documents such as the Environmental Impact Statements • Ensure effective and robust management of the main contract and all the contractor's work streams to ensure all client input and instructions are provided in a timely manner, in accordance with the agreed contractual terms. • Develop and deliver a project Communications Plan, including stakeholder strategy, and ensure appropriate stakeholder engagement required is carried out to inform design and decision making. Liaise with key stakeholders throughout the project, internally and externally, to ensure effective communications • Establish an effective project management structure building on the previous Sea Lion Project Plan, with supporting documentation and project processes to allow management and monitoring of the programme of work. This will include the establishment of appropriate measures for risk and issues management, and the establishment of all appropriate governance arrangements. 			

Job Title:	Project Director
Key Role Activities: (Continued)	
<ul style="list-style-type: none"> • Develop, and keep updated, a detailed project programme for all work streams and monitor/ manage on behalf of the Project Board; reporting monthly on progress to the Strategic Oil Group. • With Support from the relevant parties effectively manage the overall Oil project Budget, ensuring all Financial reporting and forecasting requirements are met internally. • Ensure the project management of any new policy and ordinances or secondary legislation required for the Sea Lion development are taken forward in a timely manner within overall delivery timescales. • Working with the Deputy Director to effect and monitor work streams relating to FIG Public Works and Development & Commercial Services, including planning and implementing changes to utilities provision and the use of Stanley Airfield that are critical for the delivery of the Sea Lion project. • Provide all input required to FIG Programme Management to ensure effective corporate reporting and monitoring of the Sea Lion project. • To project manage all other work streams relating to the Sea Lion project within FIG, and ensure all necessary administrative, legal and financial requirements are met, and that the project governance meets best practice. <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>	
Additional Information	
<p>This post will require strict adherence to confidentiality rules and protection of privacy within existing legislation. Shareholding in oil companies with licence interests in the Falkland Islands is not permitted.</p> <p>This post is anticipated to be for an initial two-year period and scope for extension will be dependent on the duration of the Sea Lion project.</p> <p>Direct support by way of a Project Admin Officer will report directly to this role.</p>	

Person Specification:	Project Director		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Significant experience (10+years) in a senior project/ programme delivery role, which involves delivery of major projects. Experience of oil and gas projects would be advantageous.	✓		A/I
Extensive experience of delivering large and complex projects (i.e. £10m+) on time and within budget.	✓		A/I/R
Demonstrable experience in the successful application of project principles, governance and methodologies.	✓		I/R
Strong interpersonal skills, able to win confidence and carry credibility.	✓		I/R
Demonstrable experience in managing project budgets for complex, high value, major projects, and excellent numeracy skills	✓		A/I
Effective communication skills, both oral and written, including the ability to deliver effective presentations, write meaningful reports and engage pro-actively and constructively with diverse audiences, and to communicate confidently with all levels of stakeholders.	✓		A/I/R
Excellent working knowledge of project management methodologies and governance frameworks, including leading multi-disciplinary teams	✓		A/I
Ability to argue persuasively and influence decision makers	✓		I/R
Ability to present complex information effectively to lay audiences and produce concise and insightful high-level briefings and research reports.	✓		A/I/R
Ability to work successfully in a complex political and stakeholder environment and report/ engage at all levels.	✓		I/R
Ability to prioritise a demanding workload, and work effectively on own initiative.	✓		I/R

Person Specification:	Project Director		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience: (continued)			
Good interpersonal skills and a confident manner	✓		A/I
Experience of working corporately in a complex multi-service organisation.	✓		A/I/R
Good leadership ability, able to motivate and manage staff at all levels, internally and externally. Experience in matrix management to deliver successful project outcomes.	✓		A/I
Ability to think creatively to develop solutions to identified problems.	✓		I/R
Good knowledge and skills with MS Office including MS Project	✓		A/I
Knowledge/experience of the oil and gas industry		✓	I
Knowledge/experience of Falkland Islands Government structures and decision-making processes		✓	I
Personal Attributes:			
Able to deal credibly with elected members and Senior Civil Servants in addition to oil companies and their contractors, other leading members of the business community and general public	✓		A/I/R
Able to deal credibly and effectively manage external professional teams	✓		A/I/R
Highly motivated and able to work on own initiative	✓		A/I/R
Demonstrated commitment to high quality service delivery	✓		I/R
A practical and strategic approach to work	✓		I/R
Self-reliance and resilience	✓		I/R
Acceptance of responsibility and accountability	✓		I/R

Person Specification:			
Criteria	Essential	Desirable	Assessment Method
Personal Attributes: (continued)			
Sound judgement when evaluating political, social and economic impact issues	✓		I/R
Strong political sensitivity and awareness	✓		I/R
Awareness of sensitivity of information in a small community	✓		I
Adaptability to working in a small, remote community	✓		I/R
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Qualifications & Training			
Bachelor's degree or equivalent in a relevant subject, or other evidence of suitable training and job experience.	✓		A
A Master's degree, business qualification or equivalent experience.	✓		A
Relevant project/ programme management qualification, such as Prince 2, APM qualifications, PMI and/ or Managing Successful Programmes (MSP).	✓		A
Possess a valid driving licence	✓		A
NB Equivalent combinations of educational qualifications and experience may be considered			
Note to Applicants: 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