



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Project Manager		
<b>Department:</b>	Public Works		
<b>Reports to:</b>	Director of Public Works		
<b>Grade:</b>	Falkland Islands Government Grade - A	<b>Job Code:</b>	351CPM

## Job Purpose

To plan, coordinate, budget and supervise major infrastructure projects from development to completion.

Oversee specialised contractors and other personnel relating to projects on behalf of the Falkland Island Government. The incumbent will ensure that projects operate within Government policies, strategies and achieve the objectives and performance standards.

## Role Specific Accountabilities

- Reporting to the Director of Public Works (and where appropriate Programme / Project Boards) on matters relating to the performance of major Infrastructure projects that are assigned to the postholder.
- Lead on all construction aspects of Infrastructure structure projects, providing strategic and professional guidance to the Director of Public Works and other Stakeholders as required.
- Build an effective partnering culture with the architects, superintendents, engineers and trade workers to plan, organise and direct activities concerned with site preparation and construction stages;
- Establish and lead procurement process for detailed design and construction stages of assigned infrastructure projects;
- Overall responsibility for ensuring that assigned projects meet the project and contract milestones for the construction and commissioning of infrastructure projects (on time and within budget).
- Review and manage project objectives, policies, procedures and performance outcomes within Falkland Island Government framework and contract specifications;
- Initiate and maintain liaison with key stakeholders, including senior user (Health and Social Service Directorate), senior supplier (Public Works Directorate) and other FIG stakeholders to facilitate project activities;
- Deal with the escalation of contract disputes to ensure projects remain on time and within budget.
- Administer any risk sharing arrangements with contractor (e.g. contaminated land management) applying the contract requirements.
- Investigate serious incidents or risk areas and work to mitigate / implement corrective measures;



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Project Manager

## **Role Specific Accountabilities (*continued*)**

- Represent FIG in site meetings and attend other coordination meetings as required;
- Oversee the co-ordination of project communication strategies and plans to ensure all stakeholders are effectively engaged in the consultation and ongoing progress of projects and associated commissioning activities.
- Work with contract administrator to manage financial aspects of contract to protect FIG's interests and simultaneously maintain good working relationship;
- Interpret and explain plans and specifications to senior user and other key stakeholders as required
- Formulate reports / update status concerning work progress, costs and scheduling.

***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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<b>Person Specification:</b>	Project Manager		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Qualifications:</b>			
Bachelor's degree (or equivalent, i.e. NVQ5) in mechanical engineering, construction or building, or other evidence of this level of ability (i.e. training record and job experience)	✓		A
Project management qualification (i.e. PRINCE2, PMBOK)	✓		A
Mechanical Engineer and/or a Construction or Utilities Management Professional	✓		A
A Master's degree (or equivalent) in a relevant subject		✓	A
<b>Experience / Evidence:</b>			
Extensive experience in delivering large, complex infrastructure projects	✓		A/I
10+ years' experience in senior role involving delivery of government infrastructure projects	✓		A/I
Highly computer literate (CAD, MS Project, MS Excel, other engineering software)	✓		A
Strong interpersonal skills, able to win confidence and carry credibility	✓		I/R
Strong communication skills (verbal and written) and able to present complex information effectively to large audiences	✓		I/P
Ability to produce high level briefing and research reports	✓		A/I
Ability to work in a complex political and stakeholder environment	✓		A/I
Ability to work on own initiative	✓		I/R
Ability to think creatively about project issues and solutions to address them	✓		A/I
Sound risk management skills	✓		A/I
Knowledge and experience in the construction management/ infrastructure project industries		✓	A/I
Experience working in public sector / government		✓	A/I
Experience in running procurement processes through to contract completion		✓	A/I



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<b>Person Specification:</b>	Project Manager		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes</b>			
Credible / professional manner – can deal with Elected Members and senior civil servants in addition to other leading members of the community and general public	✓		A/I
A demonstrable ability to positively influence partner organisations to ensure outcomes are delivered in an efficient and effective manner	✓		A/I
Demonstrable leadership qualities (mentor and lead wider Public Works Directorate team)	✓		A/I
Ability to think laterally and creatively to generate realistic solutions to issues as they arise	✓		A/I
Positive, 'can-do' attitude to work and challenges	✓		A/I
<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