

<b>Job Title:</b>	Offshore Petroleum - Health and Safety Manager		
<b>Department:</b>	Natural Resources	<b>Section:</b>	Mineral Resources
<b>Reports to:</b>	Offshore Petroleum – Head of Health, Safety and Environment		
<b>Grade:</b>	Falkland Islands Government Grade - B	<b>Job Code:</b>	TBC
<b>Overall Purpose of the Role</b>			
<p>The Regulatory function of the Department of Mineral Resources (DMR) is responsible for developing, administering and ensuring compliance with the regulatory regime for offshore petroleum exploration, production, decommissioning, unloading and storage in the Falkland Islands controlled waters.</p> <p>The role of the Offshore Petroleum Health and Safety Manager is diverse and involve all aspects associated with the regulation of health and safety legislation.</p> <p>Leading a team of Inspectors within DMR, the Offshore Petroleum Health and Safety Manager deals with ensuring the regulation of offshore petroleum developments and takes full account of all Health and Safety aspects, through a robust inspection programme and the effective implementation of legislation, in line with Falkland Islands Government policy.</p> <p>In an evolving and dynamic area for the Falkland Islands, you will also contribute to the development of industry guidance, standards and operational strategy. You will have the ability to identify and resolve problems quickly in an inclusive and pragmatic way.</p> <p>Capable of working under challenge and pressure, you will have the experience and interpersonal skills needed to build robust relationships with internal and external stakeholders, and to influence organisational change to encourage, improve and enforce compliance with health and safety regulation.</p>			
<b>Key Role Activities</b>			
<p>The post holder will be responsible for reviewing and assessing all submissions from a health and safety perspective for offshore petroleum developments. This will include the review of (but is not limited to):</p> <ul style="list-style-type: none"> <li>• Competence assessments associated with applications for licenses and operatorship;</li> <li>• Applications for geographical surveys;</li> <li>• Applications and notifications for drilling and well intervention operations;</li> <li>• Relocation and Design Notifications (including for HAZID assessments) in support of proposed developments;</li> <li>• Major Hazard (Safety Cases) in support of proposed developments;</li> <li>• Security and Emergency Response proposals in support of proposed developments;</li> <li>• Applications relating to the final decommissioning of offshore facilities.</li> </ul>			

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<b>Key Role Activities continued</b>	
<p>The post holder will also be required to:</p> <ul style="list-style-type: none"> <li>• Lead on the development of new or amended policy, regulation, guidance or procedures. This will include the development of policy on emerging health and safety issues;</li> <li>• Lead on the provision of expert advice on oil and gas health and safety guidance, legislative and procedural matters to operators, government, industry bodies and the general public, and develop positive relationships with industry representatives, other Government departments and NGOs;</li> <li>• Act in a senior capacity for responding to health and safety incidents or regulatory non-compliances and manage the Offshore Petroleum Health and Safety Inspector team's investigation and emergency response activities;</li> <li>• Maintain and participate in an effective 24/7 response capability, providing advice and support to the on-call Offshore Petroleum Health and Safety Inspectors. This will include carrying out inspections when other inspectors are unavailable or when senior presence is required;</li> <li>• Lead on developing, implementing and overseeing a prioritised inspection and investigation programme and where necessary, leading such investigations into contraventions of health and safety legislation and deciding on the appropriate enforcement action. This includes carrying out inspections and arranging joint inspections with wider FIG departments as required;</li> <li>• Oversee and review of the Offshore Petroleum Health and Safety Inspector team's findings to ensure consistency, proportionality and transparency;</li> <li>• Provide expert advice and direction on investigations from a health and safety perspective, and where necessary leading such investigations into contraventions of health and safety legislation and deciding on the appropriate enforcement action;</li> <li>• Lead on the ownership and advocacy of desired health and safety outcomes, influencing stakeholders where necessary and getting agreement from others to achieve key outcomes.</li> <li>• Lead on liaising, negotiating and participating with various industry work groups, such as the Offshore Energy UK's Oil Spill Response Forum, Emergency Preparedness Offshore Liaison Group to improve guidance, ensure learning and identified improvements are implemented into DMR.</li> <li>• Provide leadership, line management and mentorship to the Offshore Petroleum Health and Safety Inspectors;</li> <li>• Deputise for the Offshore Petroleum – Head of Health, Safety and Environment as required;</li> </ul> <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>	
<b>Additional Information</b>	
<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>Role involves direct line management of x 3 Offshore Petroleum Health and Safety Inspectors.</p>	

Person Specification:	Offshore Petroleum Health and Safety Manager		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
7 to 10 years' experience of working in Health and Safety regulation of the oil and gas industry, or another industrial sector presenting major hazards, including reviewing and assessing Safety Cases.	✓		A/I
Management or leadership experience in a relevant technical, regulatory, or enforcement environment	✓		A/I
Proficient in database, productivity and presentation software such as Microsoft Excel, Powerpoint, etc.	✓		A/I/R
Strong and efficient research skills and the ability to gather, sift and understand large amounts of information to identify key trends and issues	✓		I/R
Ability to effectively conduct stakeholder engagement and public consultations	✓		I/R
Excellent verbal and written communication – ability to express ideas and impart key messages clearly, concisely and effectively	✓		A/I
Excellent organisation skills and ability to identify pragmatic solutions to complex problems.	✓		A/I/R
Excellent working knowledge of project management methodologies and governance frameworks, including leading multi-disciplinary teams	✓		A/I
Capacity to multi-task and prioritise workloads, including resolving conflicting priorities	✓		I/R
Ability to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail	✓		A/I/R
Demonstrated ability to work both in teams and independently, and to build effective working relationships	✓		I/R
Excellent interpersonal skills with the ability to advise and collaborate with individuals at all levels across government and with external stakeholders	✓		I/R
Effective presentation skills and the ability to present complex concepts to a non-technical audience	✓		A/I
Experience in stakeholder management	✓		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, or working knowledge of, 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 Offshore Petroleum industry	✓		A/I
Knowledge/experience of Falkland Islands Government structures and decision-making processes		✓	I
<b>Personal Attributes</b>			
Align with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Able to deal credibly with politicians 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
Confidence to intervene on unsafe acts and conditions	✓		A/I/R

<b>Person Specification:</b>	Offshore Petroleum Health and Safety Manager		
Criteria	Essential	Desirable	Assessment Method
Highly motivated and able to work on own initiative	✓		A/I/R
Demonstrated commitment to high quality service delivery	✓		I/R
Self-reliant and resilient with a practical and strategic approach to work	✓		I/R
Acceptance of responsibility and accountability	✓		I/R
Sound judgement when evaluating political, social and economic impacts	✓		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
<b>Qualifications &amp; Training</b>			
Bachelor's degree or equivalent in a health and safety discipline, or other evidence of suitable training and job experience.	✓		A
A Master's degree or Post Grad Diploma (or equivalent) in a health and safety discipline containing significant content relating to the offshore petroleum industry	✓		A
OPITO Basic Offshore Survival Induction and Emergency Training (BOSIET) with Compressed air emergency breathing system (CA-EBS) or equivalent with additional OPITO Minimum Industry Training Standard (MIST)	✓		A
Possess a valid driving licence	✓		A
<b>NB Equivalent combinations of educational qualifications and experience may be considered</b>			
<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