

Job Title:	Offshore Petroleum Policy Lead		
Department:	Natural Resources	Section:	Mineral Resources
Reports to:	Director of Mineral Resources		
Grade:	Falkland Islands Government Grade - A	Job Code:	TBC
Overall Purpose of the Role			
<p>The Department of Mineral Resources (DMR) is responsible for developing, administering and ensuring compliance with the regulatory regime for offshore petroleum exploration and production in the Falkland Islands controlled waters.</p> <p>In this critical role within the Falkland Islands Government (FIG), you will have the primary responsibility for developing, maintaining, and enhancing all offshore petroleum industry related policies, legislation, codes of practice, and associated technical guidance. You will ensure these frameworks remain robust, up-to-date, and aligned with best practices, enabling the effective and efficient management and regulation of this essential component of national energy infrastructure.</p> <p>You will be 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 achieve organisational change in line with best practice.</p>			
Key Role Activities			
<ul style="list-style-type: none"> • Have primary responsibility and lead on the development and implementation of all for offshore petroleum industry policy initiatives, including cross-government collaboration to clarify, enhance, and amend primary and secondary legislation. • Develop and implement strategic, tactical, and operational policies for the regulating the offshore petroleum industry. This includes policy analysis and evaluations, decision making, communication, stakeholder engagement (public and private), briefing and reporting to the associated Programme Boards, Director of Mineral Resources, FIG Corporate Management Team, Executive Council and Members of the Legislative Assembly. • Provide leadership, line management and guidance for the Offshore Environmental Advisor and Offshore Health and Safety Advisor (prior to these roles transferring to an Inspector role once relevant policy works are complete), and the task management and co-ordinate of external consultants to ensure high-quality research and analysis underpin policy development. • Utilise quantitative and qualitative research methods to collect, analyse, interpret, and present data that informs comprehensive policy decisions. Support colleagues within DMR and across FIG in developing and implementing policies, legislation and guidance in connection with the offshore petroleum industry. • Apply sound political and business judgment and critical thinking to address complex issues, develop policy options, assess risks to people, the environment and assets, and to assess and help mitigate Crown legal, financial and reputation risks, alongside evaluating the benefits of proposed recommendations. 			

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<ul style="list-style-type: none"> • Manage a diverse and substantial workload, including delivering projects within a nationally significant programme that involves multiple dependencies, geopolitical risks, and strict deadlines. • Prepare detailed policy papers, reports, briefings, and consultation responses on behalf of DMR. • Collaborate with the Law and Regulation Directorate to draft clear and precise instructions for amending existing legislation or developing new laws. • Pro-actively monitor relevant offshore U.K and international developments to identify potential issues, opportunities and challenges for the Falkland Islands • Proactively identify and recommend enhancements to existing offshore petroleum legislation to ensure clarity, efficiency, and effectiveness in regulating and managing the offshore petroleum industry. • Represent DMR as required on internal and external committees and working groups. • Clearly and confidently communicate information and complex analysis, both verbally and in writing, to non-specialists, politicians, senior officials and external stakeholders; to highlight important policy implications. • Deputise for the <i>Offshore Petroleum – Head of Operations</i> as required. • <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> 	
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>	

Person specification:	Offshore Petroleum Policy Lead		
Criteria	Essential	Desirable	Assessment Method
Knowledge, skills & experience			
Significant experience (10+ years) in a senior policy delivery role, which involves delivery of major projects or programmes of national importance. Experience of oil and gas projects would be advantageous	✓		A/I
Extensive experience of operating within a public sector or research organisation (government or non-government) with senior policy responsibility.	✓		A/I/R
Demonstrable experience of successfully developing and delivering policy and associated legislation across strategic, tactical and operational levels	✓		I/R
Demonstrable and significant experience in qualitative or quantitative research and evidence of highly developed analytical skills	✓		I/R
Demonstrable experience of an ability to think creatively about policy issues and deliver effective policy innovation	✓		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
Experience of formulating and maintaining constructive working relationships with elected officials, senior civil servants and other key stakeholders	✓		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 multi-tiered complex political and stakeholder environment and report/ engage at all levels	✓		I/R
Ability to effectively manage and prioritise a challenging and varied portfolio of work, meet tight deadlines and maintain a client-focused approach whilst maintaining attention to detail	✓		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
High level of research and analytical skills including the ability to effectively sift and analyse large amounts of complex information and use it to make robust policy recommendations	✓		A/I
Knowledge/experience of the oil and gas industry		✓	I
Personal attributes			
Align with FIG's core values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
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
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 impact issues	✓		I/R

Person specification:	Offshore Petroleum Policy Lead		
Criteria	Essential	Desirable	Assessment Method
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
Knowledge/experience of Falkland Islands Government structures and decision-making processes		✓	I
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 or appropriate membership to a professional institution	✓		A
Possess a valid driving licence	✓		A
Relevant project/programme management qualification, such as Prince 2, APM qualifications, PMI and/or Managing Successful Programmes (MSP)		✓	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 O - Other