

Job Title:	Offshore Petroleum Sustainability and Socio-Economic Officer		
Department:	Natural Resources	Section:	Mineral Resources
Reports to:	Offshore Petroleum – Head of Health, Safety and Environment		
Grade:	Falkland Islands Government Grade - C	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>The postholder will be responsible for managing all data collection, analysis and development of data management systems associated with both the environmental and the socio-economic sustainability of the offshore petroleum industry. This will include the analysis and fulfilment of national and international reporting and data sharing obligations. Additional to this, the post holder will be responsible for providing the secretariat function for the Falkland Islands Environmental Impact Offsetting Trust.</p>			
Key Role Activities			
<ul style="list-style-type: none"> • Provide advice and guidance on the environmental and socio-economic impacts associated with the offshore petroleum industry. • Working closely with Operators, provide advice and support on the generation and analysis of environmental and socio-economic metrics and data and ensuring that these are reported accurately and in line with reporting requirements. • Monitor and report on any conditions attached to any regulatory approval that are associated with any environmental and/or socio-economic impacts and escalate any identified non-compliance as required. • Review and subsequently monitor progress against socio-economic management and monitoring plans created by licensees. • Develop and build on current data reporting processes and systems to ensure continuous improvement is embedded within DMR. This will include advising on and utilising technology where possible to increase efficiency. • Liaise and work closely with colleagues across the Falkland Islands Government on environmental and socio-economic issues that may impact the development and operation of the offshore petroleum industry. • Working the Offshore Petroleum Policy and Legislation Lead, analyse, present and advise on quantitative and qualitative data to develop socio-economic policies for the offshore petroleum industry (including local content). This will include collaborating with colleagues across the Falklands Islands Government. 			

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Key Role Activities continued	
<ul style="list-style-type: none"> • Prepare high-quality written materials for internal and external audiences including detailed reports for a range of audiences including Executive Council papers, and work closely with colleagues to prepare clear drafting instructions and advice for the drafting of legislation as necessary. • Encourage and promote the delivery and execution of any environmental and socio-economic improvements with DMR and the wider Falklands Islands Government. • Work with and manage external environmental and socio-economic specialists engaged by FIG as required. • Provide the secretariat function for the Falkland Islands Environmental Impact Offsetting Trust, including organising Trust meetings, taking minutes, producing reports, managing grant applications (including for the receipt of funds) and monitoring funded projects. • Maintain a working familiarity with other areas of the Department’s core regulatory functions and be flexible in supporting other colleagues to accommodate varying workload. • Taking on any other responsibilities commensurate with the grade of this post. <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>	

Person Specification:	Offshore Petroleum Sustainability and Socio-Economic Officer			
Criteria	Essential	Desirable	Assessment Method	
Knowledge, Skills & Experience				
Minimum of 7 years relevant experience in sustainability, environmental and/or socio-economic research and data analysis.	✓		A/I	
Prior experience of operating within a public sector or research organisation (government or non-government) and understanding complex datasets and successfully delivering research projects to deadlines.	✓		A/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 recommendations	✓		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 issues associated with environmental and socio-economic sustainability 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 deal credibly and effectively manage specialist external consultants	✓		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	
Possess a valid driving licence	✓		A	
Knowledge/experience of the oil and gas industry		✓	I	
Personal Attributes				
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R	
Highly motivated and able to work on own initiative	✓		A/I/R	
Demonstrated commitment to high quality service delivery	✓		I/R	
Acceptance of responsibility and accountability	✓		I/R	
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	
Knowledge/experience of Falkland Islands Government structures and decision-making processes		✓	I	

Person Specification:	Offshore Petroleum Sustainability and Socio-Economic Officer		
Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
Bachelor's degree or equivalent in a relevant subject, or other evidence of suitable training and job experience	✓		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