

Job Title:	Offshore Petroleum Assistant Technical Programme Lead		
Department:	Natural Resources	Section:	Mineral Resources
Reports to:	Offshore Petroleum Technical Programme Lead		
Grade:	Falkland Islands Government Grade – D1	Job Code:	620TP1
Overall Purpose of the Role			
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. The postholder will work closely with Offshore Petroleum - Technical Programme Lead to assist them with the effective management and successful delivery of all tactical and operational requirements across multiple offshore petroleum developments. This includes assisting with the active management, planning, co-ordination and execution of technically complex projects and work packages to ensure alignment against wider delivery programmes. The postholder will have proven experience in managing challenging and high-pressure environments, coupled with strong interpersonal skills to build and maintain robust relationships with internal and external stakeholders. Th ability to manage and deliver technically demanding projects and work packages will be key to achieving successful outcomes.			
Key Role Activities			
- Assist with the management of effective regulatory and departmental governance; including ensuring appropriate reporting measures are in place to allow for timely decision-making throughout the regulatory function. Additionally, ensure all controls, risk and reporting measures are implemented, to ensure a structured and efficient delivery of the operational workstream of the regulatory function; - Assist with the active management of the technical workstreams within the regulatory function. This will include assisting with the management and co-ordination of appropriate measures for risk and issues management, and the associated appropriate governance arrangements; - Monitor and manage all detailed schedules for all programmes, projects and discreet work streams on behalf of the relevant stakeholders including reporting monthly on progress to the appropriate boards; - Assist with the development and delivery of a Regulatory Communications Plan, including a stakeholder strategy, and ensure appropriate stakeholder engagement required is carried out to inform design and decision making. This will include liaising with key stakeholders throughout the project, internally and externally, to ensure effective communications; - Working closely with the external advisors and consultants, ensure the timely review, preparation of any required reports and subsequent approvals of Field Development Plans, annexes and associated documents; - Assist with the management of Operators and all Operators’ workstreams to ensure all client input and instructions are provided in a timely manner, in accordance with the licence terms;			

Job Title:	Offshore Petroleum Assistant Technical Programme Lead
Key Role Activities continued	
• Provide input as required by the wider FIG Programme Management function to ensure effective corporate reporting and monitoring of offshore petroleum developments; • 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 that is commensurate with the grade of this post. • Deputise for the Offshore Petroleum Technical Programme Lead, with support 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	
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.	

Person Specification:	Offshore Petroleum Assistant Technical Programme Lead		
Criteria	Essential	Desirable	Assessment method
Knowledge, skills & experience			
Demonstrable experience (3+ years) in a project/programme delivery role, which involves delivery of large and complex projects or programmes. Experience of offshore petroleum/energy sector projects would be advantageous.	✓		A/I/R
Demonstrable experience in the successful application of project and programme principles, governance and methodologies, including co-ordinating multi-disciplinary teams., with an emphasis on delivering within programme, budget and scope.	✓		A/I
Demonstrable experience in managing complex projects within a strict regulatory environment at both operational and tactical levels.	✓		A/I
Effective communication skills, both oral and written, including the ability to present complex information effectively and write concise and insightful high-level briefings and research reports.	✓		A/I
Ability to work successfully in a complex political and stakeholder environment and engage proactively and constructively with stakeholders at all levels	✓		A/I
Good knowledge and skills with MS Office including MS Project	✓		A/I
Experience of working corporately in a complex multi-service organisation	✓		A/I
Knowledge/experience of the offshore petroleum industry.		✓	I
Personal attributes			
Align with FIG's core values – Diverse, Professional, Resilient & Resourceful	✓		I/R
Pro-active and flexible	✓		I/R
Positive 'can-do' attitude	✓		I/R
Acceptance of responsibility and accountability	✓		I/R
Strong analytical skills and attention to detail with a focus of time, cost and quality and any other associated project related fundamentals.	✓		I/R
Strong interpersonal skills, able to win confidence and carry credibility	✓		I/R
Respects and maintains confidentiality at all times	✓		I/R
Qualifications & training			
Bachelor's degree in Engineering or Project Management or other equivalent in a relevant subject, or other evidence of suitable training and job experience	✓		A
Relevant project/programme management qualification, such as Prince 2, PMI and/or Managing Successful Programmes (MSP), APM PFQ qualification	✓		A
Possess a valid driving licence	✓		A
Actively working towards full membership of a relevant professional institute (APM, PMI, IMP, IET, etc.)		✓	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