



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Offshore Health & Safety Policy Adviser		
<b>Department:</b>	Mineral Resources		
<b>Reports to:</b>	Director of Mineral Resources	<b>Department:</b>	Mineral Resources
<b>Grade:</b>	Falkland Islands Government Grade - C	<b>Job Code:</b>	620HSA

## Job Purpose

Provide support, guidance and expert advice, including regulatory advice, to the Director, and the Senior Project Manager with regards to all aspects of Health & Safety requirements.

## Main Accountabilities:

- Complete the development of offshore safety policy proposals, working closely with colleagues to deliver appropriate drafting instructions, ready for the legal team. This will include conducting primary and secondary research as required, identifying best practices in other jurisdictions and analysing policy alternatives to recommend fit-for-Falklands solutions that are aligned with developing best practice in the oil and gas industry worldwide.
- Plan and conduct research and analysis in support of the policy development, which could include complex or novel legal issues/questions.
- Facilitate consultation with appropriate stakeholders with regard to proposals for legislation and the amendment and/or repeal of existing legislation.
- Work closely with the Law and Regulation directorate when providing advice and guidance related to the Health & Safety policy direction.
- Prepare high quality written materials for internal and external audiences, including “white paper” policy proposals, “green paper” consultation papers, Executive Council papers and reports as necessary.
- Engage with politicians, other FIG departments and Subject Matter Experts, (which may include external experts contracted by the Directorate) throughout the process of policy development, project design and implementation.
- Assist with the development and maintenance of guidance documents and related materials to support and strengthen the policy to legislation process.
- Manage external specialists and contractors as required.
- Provide policy advice on oil readiness safety matters to the Director of Mineral Resources, other FIG Directors and Executive Council. As part of this process there will be a requirement to develop appropriate consultation frameworks on proposed policy initiatives with the oil and gas industry and wider stakeholders.

***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>Additional Information</b>	
<p>The Department of Mineral Resources is responsible for diverse aspects of hydrocarbons policy and legislative development including offshore safety and environmental protection and permitting, licensing and development planning. The post will lead the health and safety function within the Department.</p> <p>This post will require strict adherence to confidentiality. Shareholdings or other interests in oil companies who have a license interest within the Falkland Islands is strictly forbidden.</p>	



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<b>Person Specification:</b>	Offshore Health & Safety Policy Adviser		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Qualifications</b>			
Masters or Post-graduate Diploma, (or equivalent) in any discipline containing significant content relevant to the offshore hydrocarbons industry	✓		A
A bachelor's degree (or equivalent) in a relevant subject area such as Public policy, Law or Health & Safety	✓		A
Current valid driving licence	✓		A
<b>Knowledge, Skills and Experience:</b>			
Minimum 5 years relevant work experience of public sector policy experience, ideally in off-shore Health, Safety and Environment	✓		A/I/R
Experience of developing high quality policies	✓		A/I/R
Ability to effectively analyse complex information and use it to make robust and sound policy recommendations	✓		A/I/R
Ability to effectively conduct public consultations	✓		A/I/R
Excellent verbal and written communication skills including the ability to express ideas and impart key messages clearly, concisely and effectively	✓		A/I/R
Excellent organisation skills and the ability to identify pragmatic solutions to complex problems	✓		I/R
Capacity to multi-task and prioritise workloads effectively, including resolving conflicting priorities without impacting service delivery	✓		I/R
Ability to see tasks through to a successful conclusion and meeting challenging deadlines, whilst maintaining attention to detail	✓		A/I/R
Demonstrated ability to work effectively, both in teams and independently and to build good working relationships	✓		I/R
Good 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/R
Proficient in the use of MS Office programmes Word, Excel and Power Point, Outlook	✓		A/I/R
Demonstrates a high level of accuracy and attention to detail	✓		A/I/R



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<b>Person Specification:</b>	Offshore Health & Safety Policy Adviser		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Demonstrates a practical and strategic approach to work	✓		I/R
A strategic thinker	✓		I/R
Possesses a high degree of discretion and judgement	✓		I/R
Self-reliance and motivation	✓		I/R
Acceptance of responsibility and accountability	✓		I/R
Demonstrable commitment to high quality service delivery	✓		I/R
Political sensitivity and awareness	✓		I/R

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference