

Job Title:	Offshore Petroleum Business Manager		
Department:	Natural Resources	Section:	Mineral Resources
Reports to:	Director of Mineral Resources		
Grade:	Falkland Islands Government Grade - B	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 post holder will be responsible for ensuring that all licensing and compliance activities are delivered to the highest standards, supporting the Falkland Islands' commitment to maximise economic recovery and ensure the development of a long-term industry presence that will benefit the Islands for decades to come. This role is critical to maintaining transparent, robust and efficient licensing processes within DMR, enabling the effective business management of offshore petroleum developments.</p> <p>You will demonstrate resilience and adaptability when working under pressure and possess the experience and interpersonal skills required to act as the primary liaison between government, industry, and a wide range of national and international stakeholder</p>			
Key Role Activities			
<ul style="list-style-type: none"> • Act as the primary lead and point of contact within DMR for all licensing requirements for the offshore petroleum industry including for any amendments, extensions and relinquishments as required. This will include for the establishment and management of a new 'DMR Portal' for licensees to use for seeking regulatory approvals and consents and for DMR to use for tracking progress of applications. • Actively manage the licensing process throughout its lifecycle and maintain an understanding of relevant legislation, licence terms, model clauses, and regulatory guidance. • Lead on the delivery of timely approvals for mergers, acquisitions, asset transactions and operator appointments including for advising decision-makers on relevant licensing and statutory powers. • In collaboration with the Legal Services Directorate, draft, circulate, and oversee execution and archiving of any new licences and amendments. • Working with relevant stakeholders across other government departments to manage the procurement of specialist external consultants and services as required to facilitate the regulatory function of DMR and lead on contract management, including ensuring consultants remain within approved budget and rates charged are correct. • Lead on fee recovery for all regulatory services functions undertaken by DMR. This will include for calculating sums due, invoicing, forecasting, reporting, business planning and associated relationship management. 			

Job Title:	Offshore Petroleum – Business Manager
Key Role Activities continued	
<ul style="list-style-type: none"> • Ensuring business standards are maintained across DMR and deal effectively with resistance and concerns and successfully resolve any business associated problems with licence holders. This will include Identifying and implementing improvements to systems and methods of working within DMR for business functionality. • Prepare high-quality written materials for internal and external audiences including detailed reports for a range of audiences, including Executive Council papers. • Active tracking and management of any Investment Protection Agreement threshold values. • Line management and mentorship of the Assistant Business Manager as required. • Deputise for the <i>Offshore Petroleum – Head of Operations</i> as required and take 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 have line management duties (1 x Assistant Business Manager – FIG C Grade)</p> <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 Business Manager		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
Significant experience (7+ years) in a senior business management role, which involves delivery of licensing and associated commercial management. Experience of oil and gas projects would be advantageous	✓		A/I
Experience of operating within the public sector or third sector (government or non-government) that has involved licensing management	✓		A/I/R
Demonstrable experience of successfully developing business and commercial processes and systems across strategic, tactical and operational levels	✓		I/R
Demonstrable and significant experience in business management including relationship management	✓		I/R
Demonstrable experience of an ability to think creatively and overcome business and commercial challenges and issues.	✓		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
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

Person Specification:	Offshore Petroleum Business Manager		
Criteria	Essential	Desirable	Assessment Method
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
Qualifications & Training			
Bachelor's degree or equivalent in a relevant subject, or other evidence of suitable training and job experience	✓		A
A Level 6 (or similar) CMI Management and Leadership Qualification or Level 6 CIPS Professional Diploma	✓		A
Full membership of Chartered Institute of Management or Procurement		✓	A
Possess a valid driving licence	✓		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