



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Chief Executive
<b>Reports to:</b>	The Governor of the Falkland Islands
<b>Job Purpose</b>	
<p>The Chief Executive is the Head of the Public Service, principal adviser on policy matters and responsible for policy implementation and delivery of the Islands Plan.</p> <p>To undertake this role effectively the post holder will be responsible for:</p> <ul style="list-style-type: none"><li>• Discharging the responsibilities of government, (as determined by elected Members and statutory requirements), in a way that is efficient, effective and equitable and which secures a solid national and international reputation for high quality service provision, public accountability, good governance and a 'value for money' approach to public spending.</li><li>• Ensuring that the Public Service possesses the strategic, management and operational capacity and structure to deliver services that take account of, all sectors of the Islands' economy, community and culture.</li><li>• Providing clear, effective leadership and direction to all staff and encouraging the growth and development of local talent in the community in line with the expectations set in the Islands Plan.</li><li>• Whilst the role is principally strategic in focus there will be a requirement for a hands on approach as and when necessary.</li></ul>	
<b>Main Accountabilities:</b>	
<p>Facilitate an effective public-private interface by:</p> <ul style="list-style-type: none"><li>• Making the best use of 'partnership working' with relevant parties in the Islands such as the business sector, residents, the British military and the media, to enable and implement, strategies, projects and other deliverables that will make the Islands a better place to live, work, visit and invest in.</li></ul> <p>Support the Governor and Legislative Assembly Members to:</p> <ul style="list-style-type: none"><li>• Build strong and constructive working relationships with the Governor and elected Members, working closely with them to ensure effective operational governance of the Falkland Islands Government(FIG), ensuring probity and integrity in decision making and compliance with relevant legal requirements at all times</li><li>• Manage the interface between elected Members and Senior Officers, maintain the essential Member/Officer partnerships and work within the appropriate Member/Officer processes to ensure delivery on policies, plans and strategies.</li><li>• Develop the strategic aims for the Islands and ensure that all policies and priorities are clearly understood, owned and implemented effectively across the Public Service.</li></ul> <p>Lead and manage the organisation through:</p> <ul style="list-style-type: none"><li>• Providing clear and visible leadership to staff; ensuring the development and effective implementation of elected Member's agreed vision and driving forward service improvements, as well as coordinating strategies that deliver effective results on those key priorities.</li></ul>	

- Effectively leading and developing the Senior Management Team by encouraging and enabling them to efficiently manage their departments and so ensure the development and implementation of projects and initiatives aimed at achieving elected Member's agreed goals and objectives.
- Ensuring that appropriate management structures are in place that allow FIG to anticipate issues, effectively address risks, maximise opportunities and deliver the integrated Economic Development Strategy and other key initiatives as set by elected Members.
- Leading by example and encouraging and enabling all managers and supervisors at all levels to motivate and inspire their own teams.

Ensure delivery of efficient, effective and timely Public Services by:

- Making sure FIG's services are driven by quality and customer focus, judged on results and determined by the needs of the people and the different elements of the Islands' communities.
- Enabling effective integrated and cross functional working across all FIG services and the development of constructive internal partnerships to make the most efficient use of available resources
- Making certain that FIG has effective long term service planning with focused delivery and action plans, which link service targets to objectives and the initial reasons for their commissioning.
- Making sure Officers are identifying, assessing and developing new opportunities for growth, investment and capital expenditure and review existing services to ensure necessary strategic fit and economic viability.

Promote effective strategic and operational performance management through:

- Reporting to elected Members on organisational progress, providing information and answering for organisational performance.
- Working effectively with the senior Management Team to:
- Ensure that systems are in place to target set, manage, develop, monitor, evaluate and review performance at all levels to deliver best value on agreed targets, service standards and budgets.

***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.***

## Person Specification

A proven track record in the management and leadership of a complex multi-million-pound public sector organisation involving multiple stakeholders.
A respected and commercially astute leader who has experience of setting strategic agendas and managing their implementation, drawing upon a broad-based understanding of all key business disciplines.
Ability to provide inspirational leadership in a complex and diverse organisation.
Experience of decision-making and resolving complex issues of principle, policy and practice in operational delivery.
A strong, experienced leader who is inspiring, empowering and has vision and ambition for the development of FIG.
An individual with passion, energy, drive, commitment, tenacity, resilience and integrity.
<b>Strategy</b>
Experience of strategic policy development at senior government or national level.
Ability to shape the Government's strategic direction and purpose in delivering priorities which are in the national interest and meet the diverse needs of all stakeholders.
Ability to create clear long-term strategies focused on adding value to the nation and making real, lasting change beyond the Civil Service.
Experience of using entrepreneurial skills to develop and deliver successful commercial projects.
Understanding of Falkland Islands economic and social issues.
Experience in public diplomacy and/or media relations.
High degree of national and international political awareness.
Strong understanding of public sector governance, policies, structure and cultures.
Develop departmental or functional strategies and priorities while considering a wide range of political, national and international pressures.
Able to initiate and drive strategic corporate projects, achieving sufficient consensus and ensuring delivery through focus on time-scales, budgets and outcomes.
Proactively champion and lead change, seeking innovative new approaches, policies and systems that add value to the organisation.
Create a culture of innovation, flexibility and responsiveness enabling FIG to swiftly respond to change.
Ability to set and maintain a clear direction with highly focused priorities and project and programme outcomes.
Experience of driving a performance culture across the organisation which gives teams the space and authority to deliver objectives, whilst holding them accountable for outcomes.
Strong interpersonal skills and the ability to win confidence and maintain credibility with a broad range of stakeholders.
Track record of collaboration with private and public sector agencies, organisations and stakeholders to deliver economic and social objectives.
Experience of driving and facilitating collaborative working culture which values and encourages, openness, approachability.