



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Environmental Special Projects Officer (Temporary)		
<b>Department:</b>	Policy and Economic Development	<b>Section:</b>	Policy – Environment Section
<b>Reports to:</b>	Director of Policy & Economic Development		
<b>Grade:</b>	D2	<b>Job Code:</b>	TBC

## Job Purpose

Reporting to the Director, the Environmental Special Projects Officer is responsible for the drafting of the detailed policy work, legislative options and recommendations, and legislative drafting instructions necessary to inform the development of the Conservation of Wildlife and Nature Ordinance 1999 (and other Ordinances as required), in line with the findings of the Review of Wildlife Legislation and Policy in the Falkland Islands (June 2019). This is a temporary 6 months post with the possibility of an extension for an additional six months.

## Main Accountabilities:

- ❖ Development of a revised or replaced Conservation of Wildlife and Nature Ordinance. This will require stakeholder consultations during the policy development process. Policy development work and recommendations should be confirmed by August, 2020.
- ❖ Development of project plan to address of gaps identified in the Review of Wildlife Legislation and Policy in the Falkland Islands (June 2019)
- ❖ Develop policy proposals and options for consideration by MLAs and seek approval for public consultation
- ❖ Consult on draft proposals, and refine final recommendations
- ❖ ExCo approval of policy recommendations
- ❖ Develop legislative drafting instructions to revise Conservation of Wildlife and Nature Ordinance and related legislation based on final approved policy
- ❖ Contribute to the finalisation of pollution control policy and legislation.
- ❖ Contribute to ongoing work related to the development of a Biodiversity Framework for the Falkland Islands.

***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.***

## Additional Information:

The Special Project Officer will be part of the Policy and Economic Development Directorate and will report to the Director of Policy for day to day direction and is expected to liaise closely with the Environmental Officer and Policy Adviser.

The Special Project Officer will also be expected to liaise closely with other government departments in addition to providing regular progress reports to an internal cross functional government committee that will meet regularly with the Officer to provide feedback, strategic direction and general oversight on the project.



# Falkland Islands Government – Job Description

<b>Person Specification:</b>	Environmental Special Projects Officer (Temporary)		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications/Professional Membership:</b>			
University degree in environmental sciences, environmental management, applied ecology or in a relevant natural science discipline with a significant analytical component.	✓		A
Masters Degree or post-graduate diploma in an environmental discipline		✓	A
Current valid driving licence		✓	A
<b>Knowledge, Skills and Experience:</b>			
Minimum of 5 years' relevant experience in a government, research, business or non-governmental organisation	✓		A
Minimum 2 years of experience working on environmental issues, including working on the development of policy in these issues.	✓		A/I
Proficient in database, productivity and presentation software such as Microsoft Excel, Powerpoint, etc.	✓		O/R
High level of analytical skills including the ability to effectively analyse complex information and use it to make robust policy recommendations	✓		I/R
Strong and efficient research skills and the ability to gather, sift and understand large amounts of information to identify key trends and issues	✓		I/O/R
Ability to effectively conduct public consultations	✓		I/R
Excellent verbal and written communication – ability to express ideas and impart key messages clearly, concisely and effectively.	✓		A/I/O/R
Excellent organisation and project management skills	✓		I/O
Ability to see tasks through to a successful conclusion, meeting challenging deadlines whilst maintaining attention to detail.	✓		A/R
Ability to identify pragmatic solutions to complex problems	✓		I/O/R
Demonstrated ability to work both in a team and to build effective working relationships	✓		R
Good interpersonal skills with the ability to advise and collaborate with individuals at all levels across government and with external stakeholders	✓		I/O/R



# Falkland Islands Government – Job Description

<b>Person Specification:</b>	Environmental Special Projects Officer (Temporary)		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience: (Continued)</b>			
Effective presentation skills and the ability to present complex environmental concepts to a non-technical audience	✓		I/O
Experience in stakeholder engagement	✓		A/I/R
Experience in working with non-governmental and scientific organisations on collaborative initiatives		✓	A/I
<b>Personal Attributes:</b>			
A practical and strategic approach to work	✓		I/R
A high level of accuracy and attention to detail	✓		A/I
High degree of discretion and judgement as position involves access to sensitive information	✓		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

O - Other

R - Reference