



Falkland Islands Government – Job Description

Job Title:	Senior Project Manager - Port		
Reports to:	Director of Development & Commercial Services	Department:	Development & Commercial Services
Grade:	A	Job Code:	104PMP

Job Purpose:

To take strategic and operational responsibility for delivery of the new port development project, managing all work streams, internal and external multi-disciplinary professional and construction project teams, reporting to the Project Board, and ensuring successful stakeholder engagement and collaboration, governance and delivery within the agreed budget, time and quality parameters.

Main Accountabilities:

- To manage effective project governance; including Project Board & Project team, professional team and the contractor, establishing effective reporting and meeting schedules and ensuring appropriate reporting measures are in place to support timely decision-making throughout the project.
- To ensure the project has all required project documentation in place and approved by the Project Board, and all project controls, risk and reporting measures are implemented, to ensure a structured and efficient delivery of the project.
- Effectively manage and monitor all work streams for the project, and manage the external professional team providing technical and commercial assurance, cost management, contract administration support, and legal advice. Lead and manage internal workstreams, involving internal colleagues as appropriate to deliver required outcomes.
- Ensure effective and robust management of the main contract and all the contractor's work streams to ensure all client input and instructions are provided in a timely manner, in accordance with the agreed contractual terms.
- Develop and deliver a project Communications Plan, including stakeholder strategy, and ensure appropriate stakeholder engagement required is carried out to inform design and decision making. Liaise with key stakeholders throughout the project, internally and externally, to ensure effective communications
- Establish an effective project management structure for detailed design and construction stages, with supporting documentation and project processes to allow management and monitoring of the programme of work. This will include the establishment of appropriate measures for risk and issues management, budget and quality management, auditable project documentation and the establishment of all appropriate governance arrangements.
- Develop, and keep updated, a detailed project programme for all work streams and monitor/ manage on behalf of the Project Board; reporting monthly on progress to the Project Board and FIG Corporate Management Team Programme Board.
- As part of the project, review and consult with stakeholders and other bodies to ensure appropriate measures are in place for Environmental protection during the project.



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Main Accountabilities continued:

- With support from the external cost manager on contractual cost management, effectively manage the overall port project budget, ensuring all financial reporting and forecasting requirements are met internally
- In consultation with the relevant Directors, ensure the implementation of any new ordinance required for FIPASS and the new port development is taken forward in a timely manner within overall delivery timescales, and develop and implement a programme for procurement of a new port operator.
- Develop business plans with stakeholders for the operation of the new port including Port Maritime Safety Code; berthing revenue and other revenue generating initiatives.
- Engage with the Ministry of Defence to review the operations at Mare Harbour (East Cove) and identify synergies between the new port development and military operations at Mare Harbour. .
- Lead and monitor work streams relating to FIG Public Works, including planning and implementing changes to utilities provision, quarry production etc.
- Provide all input required to FIG Programme Management to ensure effective corporate reporting and monitoring of the port project.
- To manage all other work streams relating to the port project within FIG, and ensure all necessary administrative, legal and financial requirements are met, and that the project governance meets best practice for a major infrastructure project of this scale and value.

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:

This post will require strict adherence to confidentiality rules and protection of privacy within existing legislation. Shareholding in oil or fishing companies with licence interests in the Falkland Islands is not permitted.

This post is anticipated to be for a four year period for the duration of the port project until project completion.



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Person Specification:	Senior Project Manager - Port		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
Bachelor's degree or equivalent in a relevant subject, or other evidence of suitable training and job experience.	✓		A
A Masters degree, business qualification or equivalent experience.	✓		A
Relevant project/ programme management qualification, such as Prince 2, APM qualifications, PMI and/ or Managing Successful Programmes (MSP).	✓		A
NB Equivalent combinations of educational qualifications and experience may be considered			
Knowledge, Skills and Experience:			
Significant experience (10+years) in a senior project/ programme delivery role, which involves delivery of major infrastructure projects. Experience of marine/ port major projects would be advantageous.	✓		A/I
Extensive experience of delivering large and complex projects (i.e. £10m+) on time and within budget.	✓		A/I/R
Demonstrable experience in the successful application of project principles, governance and methodologies.	✓		I/R
Strong interpersonal skills, able to win confidence and carry credibility.	✓		I/R
Demonstrable experience in managing project budgets for complex, high value, major projects, and excellent numeracy skills	✓		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
Excellent working knowledge of project management methodologies and governance frameworks, including leading multi-disciplinary teams	✓		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 complex political and stakeholder environment and report/ engage at all levels.	✓		I/R
Ability to prioritise a demanding workload, and work effectively on own initiative.	✓		I/R



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Person Specification:	Senior Project Manager - Port		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience continued:			
Good interpersonal skills and a confident manner	✓		A/I
Experience of working corporately in a complex multi-service organisation.	✓		A/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
Ability to think creatively to develop solutions to identified problems.	✓		I/R
Good knowledge and skills with MS Office including MS Project	✓		A/I
Possess a valid driving licence	✓		A
Knowledge/experience of the marine and port industry		✓	I
Knowledge/experience of Falkland Islands Government structures and decision making processes		✓	I
Personal Attributes:			
Able to deal credibly with elected members and Senior Civil Servants in addition to 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
A practical and strategic approach to work	✓		I/R
Self-reliance and resilience	✓		I/R
Acceptance of responsibility and accountability	✓		I/R
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
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

Method of assessment: A - Application Form I - Selection Interview R - Reference