

**HEAD OF SERVICE – MARITIME
DIRECTORATE OF EMERGENCY SERVICES AND ISLAND SECURITY
FALKLAND ISLANDS**

Are you an experienced Master Mariner or Marine Surveyor with a passion for maritime safety and implementing regulations and legislation? Could you lead a maritime service to uphold regulations and ensure that Falkland Islands maritime safety and security is maintained? Do you hold a Master's Certificate of Competency (STCW Reg II/2.1) with experience in a variety of marine operations or are you a qualified and experienced Marine Surveyor? Do you like the idea of working in one of the most beautiful places in the world with amazing landscapes, friendly communities and incredible wildlife while being part of preserving that heritage?

If you have answered yes to these questions, then you could be the new Head of Service – Maritime that the Falkland Islands Government is looking for.

THE ROLE

The Falkland Islands Head of Service Maritime, oversees and ensures maritime regulatory compliance. As Head of Service you will have strategic leadership and oversight, and set the culture and standards of the Falkland Islands Maritime Authority. This role requires engagement at all levels across government, stakeholders, private sector, Elected Members and international regulatory organisations including the MCA. Responsibilities include delivering the regulatory framework and ensuring standards and compliance are maintained.

The role includes ensuring the Harbour Master and operational team are effectively discharging their responsibilities including Ships Registrar, ensuring regulatory compliance, stakeholder engagement, hydrography, accident investigation, maintenance of the National Oil Spill Contingency Plan (NOSCP) and operational oversight of any maritime security contracts.

THE PERSON

The successful candidate will:

- Holds a Master's Certificate of Competency (STCW Reg II/2.1) or is a qualified Marine Surveyor with experience of carrying out statutory surveys
- Has at least 5 years' relevant experience as a Master Mariner or Senior Maritime Surveyor
- Has extensive knowledge of UK maritime regulatory framework as applied to Red Ensign vessels
- Is experienced in regulation and strategic policy development and drafting.
- Have well developed strategic thinking and an ethos of continuous improvement
- Have strong communication skills, both written and verbal
- Possess the ability to negotiate and influence at all levels
- Be a good team player and develop strong team ethics.

- Be self-motivated and have the ability to work successfully in a complex political and stakeholder environment.

THE PACKAGE

- In return for this unique opportunity the basic salary range is £50,020 - £64,599 per annum (more may be available for an exceptional candidate) plus an additional 25% taxable gratuity payable on successful completion of contract. Starting salary is dependent on previous experience.
- 30 days annual leave, plus government and public holidays (totalling 41 days).
- Flights package for you and recognised dependents at the beginning and end of contract, and additional annual mid tour flights.
- Government housing for rent and a starter pack to help you settle in.
- A relocation package along with a potentially favourable tax regime.
- This is a 4 year contract.

HOW TO APPLY

If you recognise yourself in this description, have a sense of adventure and a true desire to make a difference, this is the job for you! For more information and to apply online, please visit our recruitment website: www.jobs.gov.fk.

To discuss the post in more detail you can contact the Director of Emergency Services, Pam Trevillion, by emailing DESI@sec.gov.fk or by calling: +500 27230.

Applications close at 18.00 UK time, Sunday 15th August 2021.

If you have any questions about working for the Falkland Islands Government or would like further information about applying, you can find contact details at the above link.



Falkland Islands Government – Job Description

Job Title:	Head of Service Maritime Authority		
Department:	Emergency Services and Island Security	Section:	Falkland Islands Maritime Authority (FIMA)
Reports to:	Director of Emergency Services and Island Security		
Grade:	Falkland Islands Government Grade - A	Job Code:	557HMA

Job Purpose

The role of the Head of Service for maritime authority is to ensure the strategic development of the Falkland Islands Maritime Administration and its legal and regulatory framework. Ensuring compliance with maritime legislation, conventions, and codes. The Head of Service for the Maritime Authority provides leadership, management and oversight of the maritime Team including the Harbour Master.

Main Accountabilities:

- Ensure that the Falkland Islands Maritime Regulatory Framework is compliant with relevant maritime Conventions and Codes is appropriate in a modern maritime environment.
- Ensure procedures are developed for responding effectively to a broad range of maritime issues including those involving existing and new regulations, maritime conventions which have been extended to the Falklands and those which are recommended for adoption, and relevant Maritime Codes.
- Develop, coordinate, review and evaluate the implementation programme for the Harbours and Ports Ordinance.
- Develop, coordinate, review and evaluate the implementation programme for the Maritime Ordinance.
- Ensure the Maritime Authority, including its remit, is developed in a coordinated and timely manner.
- Ensure collaborative cross-government working to deliver effective operational outcomes, including joint working with the Fisheries Protection Management Team to ensure effective delivery of the duty control room for maritime.
- Review and evaluate compliance with the III Code, identify any gaps in compliance and work to address such gaps ensuring FI compliance with the Code.
- Review MCA audits of FI as a Red Ensign Group member and UK Overseas Territory and work to address the recommendations from these audits.
- Embed the ethos of continuous improvement in relation to maritime activity.
- Work and consult with stakeholders to understand impact of policies to ensure informed decision-making by FIG
- Prepare, monitor and control annual section budget(s) to ensure expenditure is commensurate with budget, departmental business and Island plans.
- Provide leadership; setting culture, standards and direction for the maritime team through the setting of objectives and performance indicators, the allocation of resources, the monitoring of achievement, identification of variances and remedial action; mentoring and role modelling, and pro-active use of the individual performance appraisal system.



Falkland Islands Government – Job Description

Main Accountabilities Continued:

- Liaise with the MCA, FCO and FI Attorney General to support the delivery of the Falkland Islands Maritime Authority and other appropriate legislative matters.
- Liaison with MoD/BFSAI on any 'joint working' on ports, maritime and other associated issues.
- Participation in the port development programme as necessary.
- Work to deliver in accordance with the aims of the Islands Plan and develop appropriate departmental Business Plans to measure this.
- Participate in and, when required, lead corporate projects as agreed with the Director of Emergency Services and Island Security, including active membership of corporate working groups.
- Provide subject matter professional advice to FIG on maritime matters to support informed decision-making.
- Invest in staff enabling them to use and develop their skill sets through coaching, mentoring and support.
- Other duties consistent with the level of post as agreed with the Director of Emergency Services and Island Security.

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 Falkland Islands have a complex maritime environment. Fishing is the mainstay of the economy including local and foreign vessels. Tourism including cruise vessel tourism has over recent years had a significant visitor profile. The Falklands operates its own shipping register and is a member of the Red Ensign Group.

There is a complex range of port state, flag state, coastal state and international maritime obligations and issues. New legislation has been implemented which has enabled the creation and development of a Maritime Authority.

To achieve the stated objectives for the post, the postholder will work closely with the Harbour Master who has a more operational and regulatory focus, the Director of Emergency Services and the Fisheries Protection management team within the Natural Resources Directorate.



Falkland Islands Government – Job Description

Person Specification:	Head of Maritime Authority		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
Master's or Chief Engineer Certificate of Competency (STCW Reg II/2.1) with experience in a variety of marine operations. Or Marine Surveyor (Certification Society or MCA Approved); Educated to Degree level in a Maritime discipline, with experience of carrying out statutory surveys.	✓		A
A current car driver's licence.	✓		A
A business management qualification.		✓	A
Knowledge, Skills and Experience:			
Minimum of 5 years' experience as Master Mariner or Senior Marine Surveyor gained in an operational environment with exposure to a comprehensive range of Maritime Legislation and operational codes and practices.	✓		A/I
Extensive knowledge of British Marine regulatory framework as applied to red ensign vessels.	✓		A/I/R
Demonstrable knowledge of compliance with IMO Conventions.	✓		A/I/R
Sound knowledge of port and harbour operations.	✓		A/I/R
Comprehensive understanding of UK marine industry legal environment and regulation.	✓		A/I/R
Demonstrable evidence of compiling strategic policy papers and procedures	✓		A?I/R
A sound understanding of port state, flag state, coastal state and international maritime regulation.	✓		A/I/R
Demonstrated ability of delivering challenging projects in line with stated outcomes.	✓		A/I/R
Competent user of computer based management systems and associated software (spreadsheets, word processing etc).	✓		A/I/R
Demonstrable evidence of drafting regulations		✓	A/I/R
Effective management of Port Operations & Port Development.		✓	A/I/R
Experience undertaking Ship surveys.		✓	A/I/R
Knowledge and experience of shipping operations and chartering.		✓	A/I/R
Management of Port, Harbour & Maritime authority operations and development.		✓	A/I



Falkland Islands Government – Job Description

Person Specification:	Head of Maritime Authority		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience continued:			
Demonstrable ability to communicate persuasively and with influence and network effectively via a range of methods.	✓		A/I/R
Sound report writing skills; Able to produce reports for senior management and Elected Members drawing on different information sources.	✓		A/I/R
Able to analyse and present information to audiences effectively in a formal setting.	✓		I/R
Experience of managing projects successfully.	✓		A/I/R
Experience of strategic (long term) planning.	✓		A/I/R
Sound interpersonal skills able to engaged colleagues, partners, Elected members and stakeholders effectively	✓		I/R
Sound literacy and numeracy skills.	✓		A/I/R
Sound verbal reasoning skills.	✓		I/R
Demonstrates sound leadership skills – able to motivate and manage others.	✓		I/R
Personal Attributes:			
Possesses personal drive and integrity.	✓		I/R
Takes a pro-active and adaptable approach to work.	✓		I/R
Well organised; able to be responsible for a range of different tasks simultaneously.	✓		I/R
Ability to think laterally and creatively to generate novel but realistic solutions.	✓		I/R
Ability to work successfully in a complex political and stakeholder environment.	✓		A/I/R
Able to work effectively in a confidential environment.	✓		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



Falkland Islands Government Application Form

Notes on completion of this form:

If this form is not completed electronically please use black ink. Illegible applications will not be considered. Where there is an asterisk against a heading it means that this section must be completed in full on the form itself. Any reference to a CV entry in such a section will not be considered as a suitable alternative response for the purposes of the application.

1. POSITION APPLIED FOR:	
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2. PERSONAL DETAILS

Title		Surname	
First Names			
Address			
Post Code		Country	

Telephone (Work)	Telephone (Home)	Mobile	Preferred contact method: <input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Mobile <input type="checkbox"/> Email
Email			
If you are not resident in the Falkland Islands or the UK, can you access facilities for a Skype/video conference or telephone interview if required?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of birth (dd/mm/yy)	Place and country of birth		
Do you hold a current driving licence?	<input type="checkbox"/> Yes	If yes, please specify country of issue and type of licence	
	<input type="checkbox"/> No		

3. NATIONALITY AND RESIDENCE STATUS

Nationality			
Do you have Falkland Islands status?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a Falkland Islands Permanent Residence Permit?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a Residence Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give the Expiry Date	
Do you hold a Visitor's Permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please give the Expiry Date	

4. EDUCATIONAL QUALIFICATIONS

Please list any academic qualifications below, (if short-listed you will be asked to provide proof of any qualifications listed).

Dates (dd/mm/yy)		Name of school, College and/or University	Give details of major subjects studied and qualifications/results gained
From	To		

5. PROFESSIONAL QUALIFICATIONS

Please list any professional qualifications held - Indicate if undertaken by full/part time or by home study. If short-listed, you will be asked to provide proof of any qualifications given below.

Dates: (DD/MM/YY)		Name of professional body	Details of major subjects studied and qualifications / awards achieved
From	To		

Are you currently working towards any further examinations or qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please give details below.
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Are you currently a member of any professional associations or societies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please give details below including date of joining, professional registration number and level of membership eg NMC/GTC/IEEE/SRA.
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Are you currently a member of any professional associations or societies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please give details below including date of joining, professional registration number and level of membership eg NMC/GTC/IEEE/SRA.
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Are you currently a member of any professional associations or societies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please give details below including date of joining, professional registration number and level of membership eg NMC/GTC/IEEE/SRA.
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8. PREVIOUS EMPLOYMENT

Please give details of your employment history up to your present/most recent job starting with the most recent and working backwards.

Date started (DD/MM/YY)	Date left (DD/MM/YY)	Name and Address of employer	Job and main responsibilities	Reason for leaving

9. REASONS FOR APPLYING

Please explain why you wish to leave your current role (or why you left your most recent job if not currently employed) and what attracts you to this job in particular? *(Please continue on a separate sheet if necessary)*

10. SUPPORTING STATEMENT

Please explain how you meet the essential and (if applicable) desirable requirements as outlined in the job profile. If you have to use additional sheets they should be marked clearly with your name and the position you have applied for and must be attached securely to the application form.

11. PREVIOUS GOVERNMENT EMPLOYMENT

Have you ever been employed by the Falkland Islands Government or previously applied for a post in FIG?

Yes

No

If yes please give details below.

12. CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?

Yes

No

If yes, please give details of the offence(s) and the sentence(s) imposed below.

Any information given will be completely confidential and will be considered only in relation to the duties of the post for which you have applied.

If you are applying for work in a Sensitive post (i.e. with children, disabled or elderly people) please include all convictions, cautions and bind overs, including those regarded as spent.

A spent conviction is a conviction which is no longer taken into account for legal purposes after a period of time has elapsed. Spent convictions will generally be disregarded, but when applying to work in certain types of employment you will need to disclose them.

I declare that I have not been convicted, nor had any criminal proceedings against me, nor have I been warned, either orally or in writing, in relation to a sexual offence or child abuse. I declare that there are no such proceedings pending against me at the date of this declaration. I know of no reason why I should be considered unsuitable for work in a 'Sensitive' post (i.e. with children, elderly or disabled people), and I have not been dismissed from such a post for malpractice. I agree to provide the Falkland Islands Government with any appropriate Criminal Check Record document required as part of the recruitment process if I am offered employment with the Falkland Islands Government.

I understand that, in the event of employment, any failure to disclose such convictions could result in disciplinary action which may result in my dismissal.

PLEASE NOTE - Overseas Applicants Only: To satisfy the requirement of the immigration service, If you are successful in your application for employment, you will be required to submit a declaration in relation to criminal convictions for all family members who you plan to be accompanied by in the Falkland Islands.

13. CONFLICTS OF INTEREST

Indicate below any conflicts of interest you may have working for the Falkland Islands Government (FIG). For example, other current employment, business interests or family members already working for FIG.

14. DECLARATION OF BUSINESS INTERESTS

Do you or your spouse/partner have any private business interests (including shares in, or Directorships of, a company)?

Yes

No

If yes, please give details.

15. HEALTH STATUS

Have you any disability or health problems? (If your application is successful, you and any family members accompanying you will be asked to undergo a medical check for immigration purposes.)

- Yes
- No

If yes, please give details.

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16. FURTHER INFORMATION

Please use this space to provide any further information that may be relevant to your application. Please be brief. If you have to use additional sheets they should be marked clearly with your name and the position you have applied for and must be attached securely to the application form.

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DECLARATION

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal without notice.

I declare that all the information I have provided in support of my application is, to the best of my knowledge and belief, correct and complete.

Signature		Date	
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Please now provide information on referees on the pages below.

REFEREES

Professional Referees: The Falkland Islands Government reserves the right to seek references from your current employer and, if appropriate, any previous employers prior to interview. If you wish to be consulted before a referee is approached, please tick the box provided. All referees will be approached if we make an offer of employment. We may also contact any of your other previous employers within the last three years.

1. Your current or most recent employer (or if no employer, your school/university/training provider). Do you wish to be consulted before this referee is approached?

- Yes
 No

Name and job title of referee			
Name of referee's organisation			
Postal address			
Email			
Telephone		Mobile	
Please indicate if this is a work or academic / training reference		<input type="checkbox"/> Work <input type="checkbox"/> Academic or training	

2. Your previous employer (or if no employer, your school/university/training provider). Do you wish to be consulted before this referee is approached:

- Yes
 No

Name and job title of referee			
Name of referee's organisation			
Postal address			
Email			
Telephone		Mobile	
Please indicate if this is a work or academic / training reference		<input type="checkbox"/> Work <input type="checkbox"/> Academic or training	

3. Personal Referees: Please give the names and addresses of two people, not related to you, who are in a position to provide a character reference.

Name		Name	
Address 1		Address 1	
Address 2		Address 2	
City		City	
Postcode		Postcode	
Country		Country	
Telephone		Telephone	
Email		Email	
Occupation		Occupation	

15. Please tell us where you heard about this vacancy	
<input type="checkbox"/> Word of Mouth	
<input type="checkbox"/> Speculatively browsing a website	
<input type="checkbox"/> Press/Publication advert (please specify)	
<input type="checkbox"/> Web advert (please specify)	
<input type="checkbox"/> Agency (please specify)	
<input type="checkbox"/> Other (please specify)	

<p>If you ARE resident in the Falkland Islands please return this form to the department detailed in the advert or to:</p>	<p>Human Resources Department, Cable Cottage, Stanley</p> <p>Email: swilliams@sec.gov.fk</p>
<p>If you are NOT resident in the Falklands, please return this completed form to:</p>	<p>Email: recruitment@sec.gov.fk</p>

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

Eligibility to work in the Falkland Islands Government (FIG)

We are only able to accept applications from individuals who are eligible to work in the country according to Falkland Islands Immigration and employment legislation.

Employment and relevant work-related experience

It will not prejudice your application if you disclose a period out of formal employment (e.g. time spent at home bringing up children or a period of ill health).

Other relevant experience

This can include experience of volunteering, periods of travel or of roles held within the community e.g. youth or community worker etc.

Education / qualifications

Please list those qualifications specified in or related to the requirements listed in the person specification. If you have a qualification which is not directly relevant but which you feel demonstrates that you have a skill which is important to the job please list this under Supporting Statement saying why you think this is important.

Supporting Statement

The purpose of this section is to give you an opportunity to say why you are interested in the job and what you would bring to it. When writing your supporting statement please refer to the role profile and link your experience, qualifications and interests to the requirements. Your supporting statement should be succinct and to the point. It will be used for shortlisting so please ensure you highlight the relevant skills, knowledge, experience and qualifications you have relevant to the role. This can relate to information listed earlier or you can give other examples.

References

If you have no previous employer then please provide a reference from your school/university/ training provider and a personal reference from someone who knows you well but is not a relative.

Criminal Convictions

FIG is committed to safeguarding and promoting the welfare of children and young people. A criminal records check will be required if you take up employment with FIG and are appointed from outside of the Islands, even where the post has not been designated as a 'Sensitive' one.

Immigration

If your application is successful, you will be asked to provide details of criminal convictions and health status for your spouse/partner and any dependants you wish to accompany you to the Falkland Islands as they are required for immigration purposes.