



FALKLAND ISLANDS DEVELOPMENT CORPORATION

JOB DESCRIPTION

Job Title:	Strategic Projects Manager	Reporting to:	Managing Director
Salary Scale:	F4	Reports on:	Business Analyst

Job Purpose:

To assist the FIDC's Managing Director in the delivery of key strategic projects and initiatives to support the growth of the Falklands Islands economy.

To investigate and oversee the analysis of strategic opportunities to support the broader mission of FIDC in areas such as innovation and new business opportunities.

The management of strategic projects and outward-facing activities, and act as coordinator for the day-to day delivery of the FIDC Corporate Plan.

The post holder is also a member of Senior Management Team whose purpose is to provide advice at support at management level to the Managing Director and the Corporation and to assist and coordinate the day-to-day delivery of the FIDC Corporate Plan.

Job Facts and Figures:

Commercial Loans approved by FIDC in 2020/2021 = c£c£836,890

FIDC administered approved grants in 2020/2021 = c£ c£58,263 (Rural Development Strategy, FIDC, and Energy)

Subsidiary: Falkland Islands Meat Company

Financial:

Capital Funds £4.8million

Core Budget circa £1million with additional funds available on request for additional loans

Main Accountabilities

- Lead and contribute to the thinking, vision and leadership of the FIDC Corporate Plan reviews
- Oversee the development, production and distribution of Value-Adding reports for Falklands' Wool, Meat and Fish/Squid and identify and commission specialist support where necessary.
- FIDC Corporate Plan – Lead the development of the Corporate Plan on the behalf of the Corporation and work with staff, the Board and stakeholders to produce the document.
- Oversee production of FIDC Annual Report – Work with Business Engagement Officer and FIDC staff to produce an Annual Report for the financial year that effectively promotes and reflects the Corporation's achievements and services.
- SAROS – Manage the online portal SAROS (South Atlantic Register of Suppliers www.saros.co.fk) service to encompass all industries in the Falklands and ensure it is effectively promoted and used as the procurement portal for all Falkland Island industries.
- Research and report on potential new commercial opportunities for Islands-based enterprises.
- Assist the Managing Director to develop, co-ordinate, manage and monitor business development policy and initiatives, covering enterprise awareness, business start-up, business development and growth and export development.
- Assist the Managing Director to develop a range of sectorial initiatives, based on robust analysis, which will provide business and growth opportunities within the Islands.
- Support the Managing Director in identifying and cultivating partnership links with key agencies and individuals in the community, public, statutory and private sectors in order to ensure a strategic and co-ordinated approach to economic development in the Islands.
- Oversee, commission and carry out research which will track, monitor and evaluate the performance of the economy and assist in the identification of appropriate mechanisms and initiatives to support the development of the Islands.
- Draft reports, corporate briefings, policy responses, and prepare committee reports as required.
- Identify and attract funding to deliver initiatives to support the economic development of the Islands and to support other groups in doing so.
- Be responsible for understanding, analysing and interpreting business requirements and needs, with the support of the Business Analyst, and liaising with key stakeholders to ensure that deliverables meet the needs of these.
- Oversee the preparation of requirement analysis and business cases for new projects, validating and prioritising requirements using research and customer insight to underpin the data input to the Business Case.
- Assist in the localisation of contract opportunities at MPC and other localisation opportunities.
- Identify, develop and deliver a programme of training courses that are not currently provided for in the 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 FIDC commensurate with your role, qualifications, skills and experience.

Additional Information

As Strategic Projects Manager you are required to have a high degree of understanding or experience in all the Island's industry sectors.

Knowledge/Skills/Experience/Qualifications required for the job

Qualifications and Experience

Essential Criteria

- Relevant degree or professional qualification (or the ability to demonstrate the equivalent skills level through track record and work experience in a similar area).

Desirable Criteria

- Project Management certificate.

Experience

Essential Criteria

- A relevant degree or professional qualification, and/or a solid track record of 3 to 5 years' effective delivery in a similar area of work, including project management, financial analysis and work with political stakeholders and business leaders. A background in initiating, developing and managing the successful implementation of development projects to support key business growth areas.
- Proven ability in developing and managing partnerships with external organisations and in professional project teams to successfully deliver projects.
- Experience of developing, formulating and implementing development policies or strategies.
- Awareness of business and financial issues in relation to successful project management and producing effective business proposals.
- Ensuring the smooth delivery of projects on time, on budget, and to a very high quality.
- Prior experience of delivery of economic development programmes.
- A record of preparing bids, securing and managing funding for development projects.
- Experience in research and analysis of data to develop business cases and proposals.

Desirable Criteria

- Proven track record of dealing with large corporate structures through to single proprietor businesses.
- Experience in management of grant schemes.
- Experience in researching business opportunities in numerous industry sectors.
- Experience in both the private and public sectors.

Skills and personal attributes

Essential Criteria

- The ability to prepare briefings and presentations and write clear analytical reports and the ability to make presentations, deliver workshops and influence and persuade a range of audiences on complex issues.
- Can ensure attention to detail and possession of a good standard of literacy and numeracy.
- Good organisational skills, with the ability to initiate, develop, manage and monitor complex projects and to oversee effective delivery by third parties.
- The ability to treat confidential matters with the appropriate discretion and to work with elected representatives.
- The capacity to work effectively in a political environment.
- Competent in the use of Microsoft Outlook, Word, PowerPoint and Excel.
- Capability to multi-task and prioritise workloads, including resolving conflicting priorities.
- The ability to establish good working relationships and work in partnership with work with a wide range of stakeholders across different sectors to develop and deliver a shared agenda to meet common objectives.
- Ability to seek out pragmatic solutions to difficult and complex problems.
- Ability to quickly sift and understand large amounts of data, both written and numerical, and be able to identify key trends and issues to develop informed solutions that can address specific and strategic issues.

Desirable Criteria

- Knowledge of the local and wider economic political and social issues with recognition of key economic challenges and drivers in the Islands and identification of both the strategic and operational role for FIDC in addressing these.