Falkland Islands Government – Job Description

Job Title:	Policy Adviser		
Directorate:	Policy, Economy and Corporate Services	Section:	Policy Department
Reports to:	Head of Policy		
Grade:	Falkland Islands Government Grade - C	Job Code:	615SP1

Job Purpose

To provide analysis and advice to shape policy development for the Falkland Islands Government (FIG). This work, undertaken on behalf of elected officials, senior government officers, and client departments, will cover a diverse range of topic areas including health and social care, education, public safety, emergency services, human resources, culture, recreation and other matters of national interest.

Main Accountabilities:

- Undertake analysis, policy design and advocacy of policy options, and develop proposals that are consistent with the policy objectives of the Falkland Islands Government.

- Work closely with FIG Directorates and provide advice and support on the development of policy options and recommendations. This includes recommending and conducting primary and secondary research as required, identifying best practices in other jurisdictions and analysing alternatives to recommend fit-for-Falklands solutions.

- Use quantitative and qualitative research methods to collect, analyse, interpret and present evidence to form comprehensive policy formulation. This includes working closely with analytical and other policy specialists within the Policy Department to ensure high quality recommendations are provided to client departments and decision-makers.

- Engage with stakeholders within and outside government and undertake meaningful coordination across teams to produce the best available evidence and understanding of operational implications when developing and reviewing policy.

- Use technical and analytical expertise to provide advice on how best to prioritise and gather the evidence-base.

- Use sound judgement and critical thinking to analyse and deal with complex issues and development of policy options, including the identification of risks and benefits of policy recommendations.

- Work on agreed policy development initiatives, including undertaking stakeholder and public engagement, strategy development, communication, analysis, reporting and evaluation activities.

- Undertake a varied and substantial workload, which will include complex projects and the production of quality outcomes to deadlines.

Job Title:	Policy Adviser

Main Accountabilities:

- Clearly and confidently communicate information and complex analysis, both verbally and in writing, to non-specialists, politicians, senior officials and external stakeholders; to highlight important policy implications.

- Produce detailed public policy documents, reports, briefings, and consultation responses on behalf of FIG.

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 Directorate of Policy, Economy, and Corporate Services has a broad remit to provide economic and policy advice to Elected Members, the Corporate Management Team and FIG Departments.

The Policy Department is responsible for co-ordinating the Government's economic policies; improving the Government's capacity to address strategic, cross-cutting issues; enhancing the evidence base for economic policy making by undertaking economic and policy research; working closely with the Foreign, Commonwealth and Development Office (FCDO) and the UK Falkland Islands Government Office to manage relationships with the UK and other external government stakeholders; providing the Government's Statistical Service; and the monitoring and review of Performance Management across all FIG departments.

The role requires a high level of autonomy, and requires strict adherence to confidentiality rules and protection of privacy within existing legislation.

Falkland Islands Government – Job Description

Person Specification:	Policy Adviser		

Criteria	Essential	Desirable	Assessment Method
Qualifications/Professional Membership:			
Degree (or equivalent) in a relevant subject such as political science, economics, public policy, social science or law, etc.	✓		A
Master's degree (or equivalent) in a relevant discipline		✓	A
NB Equivalent combinations of educational qualifications and experience may be considered.			
Knowledge, Skills and Experience:			
Minimum of 5 years' relevant experience in formulating public policy in a public sector or research organisation (government, non-governmental organisation or similar) with public policy responsibility	✓		A/I
Prior experience of delivering effective solution-oriented policy analysis and development	✓		A/I
Experience in qualitative or quantitative research and evidence of highly developed analytical skills	✓		A/I
Evidence of an ability to think creatively about policy issues and deliver effective policy innovation	✓		I/R
Experience of formulating and maintaining constructive working relationships with elected officials, senior civil servants and other key stakeholders	✓		A/I
Ability to effectively prioritise a challenging and varied portfolio of work, meet tight deadlines and maintain a client-focused approach whilst maintaining attention to detail	✓		A/I/R
Strong interpersonal skills and the ability to advise, communicate, and collaborate across all levels of government and with external stakeholders	✓		A/I/R
Proficient in productivity and presentation software such as Microsoft Excel, PowerPoint, etc.	✓		A
High level of research and analytical skills including the ability to effectively sift and analyse large amounts of complex information and use it to make robust policy recommendations	✓		A/I/R
Excellent verbal and written communication; ability to express ideas and impart key messages and complex information clearly, concisely and effectively to a non-technical audience	✓		A/I/R
Excellent organisation and project management skills and capacity to multi-task and prioritise workloads, including resolving conflicting priorities	✓		A/I/R

Falkland Islands Government – Job Description

Person Specification:	Policy Adviser		

Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills and Experience: *continued*			
Demonstrated ability to work both in teams and independently, and to build effective working relationships	✓		A/R
Experience in delivering effective and innovative public consultation and collaboration tools and techniques		✓	A/I/R
Demonstrable knowledge of social and economic issues affecting the Falkland Islands		✓	A/I
Personal Attributes:			
Highly motivated and able to work on own initiative	✓		I/R
A practical and strategic approach to work with a high level of accuracy and attention to detail	✓		I/R
High degree of discretion, judgement and awareness of political sensitivity of information	✓		I/R
Self-reliance and motivation	✓		I/R
Ability to identify pragmatic solutions to complex problems with acceptance of responsibility and accountability	✓		I/R
Demonstrated commitment to high quality service delivery	✓		I/R
Sound judgement when evaluating political and economic issues	✓		I/R
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