

JOB DESCRIPTION

JOB TITLE:	Policy & Projects Officer
DIRECTORATE/TEAM:	Administrator's Office
REPORTS TO:	The Administrator
FROM:	February 2018
LENGTH OF TOUR:	2 Years – Fixed Term Contract

1. JOB PURPOSE:

To serve as Policy & Projects Officer for Ascension Island Government (AIG).

2. MAIN DUTIES & RESPONSIBILITIES:

- To support the Administrator's office by developing and providing of high quality policy advice to AIG and the Island Council.
- To manage and positively influence a complex network of stakeholders on Ascension Island and beyond, including Councillors, British military (RAF, MOD JFC, DIO), US military, other island-based employers and Whitehall.
- To act as central point of contact and coordinator of AIG bids to the Conflict Stability & Security Fund (CSSF) and European Development Fund (EDF).
- To provide support to the Administrator by leading on special projects or dealing with other pressing policy matters.

As Policy & Projects Officer, you will have the chance to work on a range of projects and to develop, shape and influence government policy across all government departments. Key projects during 2018-2020 are likely to include:

- A mid-year review of the inter-island air service between Ascension and St Helena, with a view to extending the service beyond October 2018
- Contributing to the Future of Ascension discussions with island-based and London stakeholders
- Development and implementation of an island infrastructure strategy (in the short, medium and long terms), in collaboration with Administrator and AIG Directors and Assistant Directors.
- Coordination of AIG's input into the USAF-led runway rebuild project expected to begin from late 2018
- Review of food security for Ascension Island, including the use of hydroponics.
- Management of the last EDF funding round along with specific bids to the CSSF.
- Modernisation of Ascension's 90-year old employment legislation.
- Leading the review of animal welfare legislation

3. SKILLS, KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS REQUIRED:

- A minimum of 2 years' experience in policy development, strategic planning and/or operational delivery gained from central or local government.
- Excellent communication and interpersonal skills, including report writing and presentation skills.
- Ability to work collaboratively and form positive, professional and trusting relationships with colleagues and other stakeholders.
- Sound political and commercial awareness.
- Self-motivation, resilience and flexibility.
- High standards of personal integrity, honesty, impartiality and objectivity.
- A degree in a relevant subject would be beneficial, as would an awareness of legal frameworks.

4. REPORTING ARRANGEMENTS

- The Policy & Projects Officer will report to the Administrator and will work with the other Directors within the Senior Management Team.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name, and date below to indicate your acceptance of this Job Description.

Signature: _____

Name: _____

Date: _____