

ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Director of Facilities and Operations

DIRECTORATE: Operations

REPORTS TO: Administrator

GRADE: 1

JOB PURPOSE:

1. Responsible for the strategic and day to day delivery of efficient and effective public services, facilities and operations management of Ascension Island Government (AIG).
2. To lead and deliver key infrastructure projects for Ascension Island Government.
3. Responsible for managing the following teams and their performance:
 - Plant
 - Repairs & Maintenance
 - Minor Works
 - Mechanical, Electrical & Plumbing
 - Transport
 - Fire and Sea Rescue Services
 - Waste Management
 - Facilities Management
 - Hydroponics
 - Quality, Health and Safety, Environmental
 - Marine, Ship to Shore Cargo & Harbour Operations
 - Fuel Services
4. To advise the Government and Ascension Island Council on policy and legislative matters that affects the operations and infrastructure of the island.
5. To manage the relationships with key partners and stakeholders locally and in the UK.

MAIN DUTIES:

1. To set the strategic direction of the Facilities and Operations Directorate including:
 - Short, medium and long term plans for major infrastructure projects and routine maintenance, minor new works, public services and plant replacement.
 - Prepare and set the departmental capital and operations budget with the Director of Resources and manage approved budgets accordingly. .
 - Regular reporting of progress to the Island Council and key stakeholders.
 - Set the performance targets and standards for the Facilities & Operations Directorate.
2. Responsible for leading, managing and delivering public services for the island.
3. Responsible for leading and negotiating on future UK government CSSF programme development funding on behalf of Ascension Island Government.
4. To lead and deliver the waste management strategy.
5. To develop and oversee the island's ship to shore cargo operation.
6. Provide comprehensive operational technical advice and guidance to the Administrator and other senior managers with regular reporting to key stakeholders.
7. Maintain the existing infrastructure and develop long term plans to transform the estate.
8. Manage key infrastructure projects and infrastructure redevelopment.
9. Prepare and implement planned preventative maintenance schedules for the extensive government estate.
10. Manage the AIG fuel stock including logistics and dispensing to the public.
11. Demonstrate appropriate leadership skills to maximise the efficiency and effectiveness of the Facilities & Operations Team.
12. Identify and mentor high potential Team Leaders to develop their technical and managerial skills.
13. Develop and deliver Health and Safety standards in areas of operational responsibility and be instrumental in the development of health and safety culture.
14. Establish, maintain and foster effective communications and working relationships within AIG and the wider stakeholder groups.
15. Oversee the training and development of the directorate.
16. Participation in any other related activities as requested by the Administrator.

RESPONSIBILITIES:

1. To successfully lead and manage the Facilities & Operations Directorate.
2. Formal appointments as:
 - (i) Government Health and Safety Inspector; and Chairman of the Health & Safety Committee.
 - (ii) Planning Officer.
 - (iii) Member of the Harbours Board.

- (iv) Valuation Roll Officer.
- 3. Responsible for the management of the AIG built estate, facilities, plant and equipment within budget.
- 4. Keep abreast of current best practices and developments in the areas of operational responsibility.

PERSON SPECIFICATION

Education and Qualifications

Essential

- i. Educated to degree level or equivalent level of experience in engineering, construction, surveying or a related discipline.
- ii. Membership of a related professional body.

Knowledge and Experience

Essential

- 1. Strong project management skills and successful track record of delivering complex construction, engineering and supply contracts.
- 2. Experience of working with a wide range of stakeholders, including those with different operational priorities.
- 3. Experience in facilities management and contract administration.
- 4. Problem solving skills demonstrated across multiple-disciplines.
- 5. Effective negotiation, communication and presentation skills.
- 6. Experience of leading and motivating teams with a diverse range of skills.
- 7. Sound knowledge of health and safety management.
- 8. Hold a valid driving licence.
- 9. Strong personal resilience due to isolated location.
- 10. Advocate for change, particularly around the incorporation and use of IT

Desirable

- 1. Experience of fleet management.
- 2. Experience of working on harbours or dockside operations.
- 3. Understanding of common data environments and implementation.
- 4. Experience of delivering complex projects to a high quality under difficult conditions.

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.