



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Director of Operations & Facilities
TEAM:	Operations & Facilities
REPORTS TO:	Administrator
JOB PURPOSE:	Provide leadership and strategic direction to a large team, responsible for delivering effective public services across all areas of facilities, estate and operations management of the Ascension Island Government.

MAIN DUTIES

1. To plan, lead and deliver key infrastructure projects for Ascension Island Government (AIG).
2. Responsible for managing the following teams (through their team leaders) and monitoring their performance (listed in alphabetical order):
 - Facilities Management
 - Fuel Services
 - Health and Safety
 - Hydroponics
 - Major Projects
 - Management of the Chapel of Rest and associated transfer arrangements.
 - Marine, Ship to Shore Cargo & Harbour Operations
 - Minor Works
 - Motor Transport
 - Plant, Mechanical, Electrical & Plumbing
 - Repairs & Maintenance
 - Sea and Land Rescue Services
 - Waste & Recycling Management
3. As a member of the AIG's Senior Management Team (SMT), to advise the AIG on policy and legislative matters that affects the operations and infrastructure of the island. To contribute to wider policy issues affecting the island's administration.
4. To manage the relationships with key partners and stakeholders locally and overseas especially the UK.

RESPONSIBILITIES

1. To successfully lead and set the strategic direction of the Operations & Facilities Directorate including:
 - Leading by personal example, promote a working culture and environment of dignity and respect, collaboration and openness, recognising all individuals, their contribution, cultural and personal values and diversity.
 - 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 budgets 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 Operations & Facilities Directorate.
 - Working with colleagues, oversee the recruitment of skilled and experienced team members to ensure the on-going effective operation of the directorate.
2. Responsible for leading, managing and delivering public services for the island.
3. Responsible for leading and negotiating on future UK government programme development funding and other external funding streams on behalf of Ascension Island Government.
4. To lead and deliver an effective and progressive waste management and recycling system in accordance with the Sustainability 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. Manage key infrastructure projects and infrastructure redevelopment including ways of reducing carbon emissions across AIG
8. Working with senior team members within Operations & Facilities, prepare and implement planned preventative maintenance schedules for the extensive government infrastructure and estate.
9. Oversee the management of the AIG fuel stock including logistics and dispensing to the public.
10. Demonstrate appropriate leadership skills to maximise the efficiency and effectiveness of the Operations & Facilities teams.
11. Identify and mentor potential team leaders to develop their technical and managerial skills.
12. Develop and deliver health and safety standards in areas of operational responsibility and be instrumental in the development of a health and safety culture.
13. Establish, maintain and foster effective communications and working relationships within AIG and the wider stakeholder groups.

14. Oversee the identification of training and development of the directorate and work collaboratively with colleagues to arrange appropriate training provision.
15. Participate in any other related activities as requested by the Administrator.
16. Responsibility as Valuation Roll Officer.
17. Formal appointments as:
 - a. Government Health and Safety Inspector.
 - b. Planning Officer.
 - c. Member of the Harbours Board.
18. Responsible for the management of the AIG estate, facilities, plant and equipment.
19. Keep abreast of current best practices and developments in the areas of operational responsibility.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

Education and Qualifications

- Educated to degree level or equivalent level of experience in engineering, construction, surveying or a related discipline.

Knowledge and Experience

- Strong project management skills and successful track record of delivering complex construction, engineering and supply contracts.
- Strong interpersonal and management skills and an ability to lead and motivate a large multidisciplinary team as well as build effective relationships with internal and external stakeholders.
- Experience of working with a wide range of stakeholders, including those with different operational priorities.
- Experience in facilities management and contract administration.
- Problem solving skills demonstrated across multiple-disciplines.
- Effective negotiation, communication and presentation skills.
- Experience of leading and motivating teams with a diverse range of skills.
- Sound knowledge of health and safety management.
- Hold a valid driving licence.
- Strong personal resilience.
- Advocate for change, particularly around the incorporation and use of IT and modern working practices.
- Experience of delivering complex projects to a high quality under difficult conditions.

Desirable

- Experience of fleet management.
- Experience of working on harbours or dockside operations.
- Membership of a related professional body.

General Skills

- Awareness of issues facing British Overseas Territories.
- High levels of personal resilience.

This Job Description indicates 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 discussed with you and 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.

Updated: June 2025