



## Job Description & Person Specification

# External Relations Manager

## Cabinet Office

### What will you do?

The External Relations Division builds productive networks and positive relationships with the UK, Europe and international communities across the globe. It is vital for the Island to build and maintain strong relationships and it is our role to support this aim through effective engagement.

As well as building relationships, we are responsible for advising the Government on the constitutional and international obligations that underpin the Isle of Man's external relations. We develop policy and strategy around this and play an important role in improving the international awareness of the Isle of Man.

A key element of the Island's global outreach is the commitment to International Development. The External Relations Team is responsible for implementing Isle of Man Government's policy on International Development and the allocation of funding from the £2.5 million International Development annual budget.

This unique and exciting role offers excellent development opportunities. You will have a varied portfolio in a fast paced and high profile environment where you will be working closely with Ministers and senior officers across Government.

### What does that involve?

#### **Political and Stakeholder Engagement**

You will:

- Support the Head of External Relations to develop the Government's programme of political engagement.
- Take the lead on planning and managing the delivery of key visits and events both on and off-Island.
- Commission, research and draft high quality briefings, reports and speaking notes to support Ministers and Senior Officers participating in meetings both on and off-Island.
- Participate in briefing discussions with Ministers and Senior Officers to deliver relevant information and key messages to support engagement activities.
- Build productive relationships with Isle of Man Government colleagues and key organisations, on and off-Island, to support the Government's objectives.
- Develop stakeholder engagement ensuring relevant views are monitored and analysed and robust systems and processes for stakeholder management are followed and maintained.

**Working Together for the Isle of Man**



## **British Irish Council**

You will:

- Take the role of Isle of Man Coordinator, managing the Island's day-to-day relationship with the British Irish Council (BIC) by providing support to the BIC Secretariat and Isle of Man Government representatives on BIC Work Sectors.
- Take the lead on facilitating the Island's attendance at bi annual Summits. This includes leading on logistical arrangements, drafting speaking notes and contributing to Summit papers, coordinating relevant briefing materials and meetings, and providing support to Ministers at Summits.

## **International Development**

You will:

- Manage the administration and governance of the Government's International Development funding, including reviewing International Development policy and procedures.
- Research and prepare updates for relevant stakeholders, including Cabinet Office Political Group and Council of Ministers, which may include recommendations and requests for approval of funding.
- Provide leadership to the team on relevant processes and procedures, including (but not limited to) funding application rounds, records management, correspondence with key stakeholders, preparation of the International Development Annual Report and general ad hoc enquiries.
- Maintain oversight of the International Development budget funding streams throughout the financial year.

As a manager you will:

- Be flexible in your approach and have the ability to deliver to targets in a fluid and fast paced environment.
- Confidently adapt and respond to rapidly developing issues and shifting or competing priorities, providing a positive role model to support team members to achieve objectives.
- Lead, empower and inspire team members ensuring objectives are consistent with divisional business plans.
- Monitor progress to ensure work is completed to agreed standards and on time.
- Keep team workloads under review and respond flexibly to maintain morale and team resilience in the face of changing circumstances.
- Ensure that Financial and Civil Service Regulations are adhered to in the team's service delivery.
- Contribute to an inclusive environment and be a role model for a highly motivated and driven team.

## What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
<b>Credibility</b>		
Experience of building strong and effective networks and partnerships.	<b>E</b>	CV/Interview
Relevant experience of effectively managing or leading people.	<b>E</b>	CV
Experience of assessing applications against set criteria and making recommendations.	<b>D</b>	CV
Awareness and understanding of general budgeting principles and processes.	<b>D</b>	CV
Recognise the value of challenging conversations, resolving issues through agreement and compromise ensuring dignity and respect is maintained.	<b>E</b>	Interview
Proactively manage team performance and support development, seizing opportunities for continual improvement.	<b>E</b>	CV/Interview
Ability to adapt leadership style to each situation to get the best outcome.	<b>E</b>	Interview
Ability to manage diverse tasks to specific deadlines with limited direct supervision / instruction.	<b>E</b>	CV/Interview
<b>Capability</b>		
Excellent interpersonal skills, with the ability to get the best out of others and influence beyond line management boundaries.	<b>E</b>	CV/Interview
Strong oral and written communication skills with the ability to adjust style to communicate effectively to different audiences as appropriate.	<b>E</b>	CV/Interview/Assessment
Ability to analyse information and take informed decisions and to defend those decisions when challenged.	<b>E</b>	Interview/Assessment
Focused, flexible and innovative approach to problem solving and delivery to targets in a fast paced environment.	<b>E</b>	Interview/Assessment
Accountable for work, monitoring own and others progress against deadlines and standards.	<b>E</b>	CV/Interview
Make sensible decisions under pressure, taking the obvious consequences of decisions into account.	<b>E</b>	Interview
Consistently encourage the development of fresh	<b>D</b>	CV/Interview

approaches to improve services and/or processes.		
Ability to assimilate new or complex information, while drawing from and recognising the expertise of others, and present it in a clear and logical way.	<b>E</b>	Interview
<b>Character</b>		
Comfortable with ambiguity.	<b>E</b>	Interview
Calm and resilient under pressure, able to motivate self and others to achieve objectives.	<b>E</b>	Interview
An interest in current affairs, international relations and politics.	<b>D</b>	CV/Interview/Assessment
Delegate clearly and effectively to get the job done and develop others.	<b>D</b>	Interview
Demonstrate pride and determination at work while maintaining a healthy work/life balance.	<b>E</b>	Interview
Willing to take on new challenges and projects reassessing priorities and workloads readily if situations change.	<b>E</b>	CV/Interview
<b>Other requirements</b>		
Isle of Man Worker.	<b>D</b>	Application
Driving Licence.	<b>D</b>	Interview
A willingness to undertake occasional out of hours' activities and off-Island travel.	<b>E</b>	Interview