

Executive Director – External Relations Directorate

Cabinet Office

Who are we?

It is vital that the reputation of the Island is protected and defended. It is our role to support this by building and maintaining strong international relationships and through robust and proactive engagement with the United Kingdom, the EU and elsewhere and also international communities. Under the strategic direction of the Chief Secretary and Executive Director, the External Relations Directorate is responsible for advising on the constitutional and international obligations which underpin the Isle of Man's external relations in addition to important matters of associated policy and strategy.

What will you do?

- Identify, prioritise and address the key challenges faced by the Chief Minister, Council of Ministers, as the Island's Government and Isle of Man Government Departments and Statutory Boards as a whole, by ensuring that –
 - the constitutional and legal structures are in place for them to achieve their goals
 - we build, develop or enhance good relations with key partners, to raise the Island's profile and protect the Island's reputation
 - the Isle of Man's message is communicated effectively to influential key policy makers and decision takers
 - the Isle of Man complies with the appropriate international standards
- Support His Excellency the Lieutenant Governor in his role in delivering his executive functions and duties as the personal representative of Her Majesty The Queen.
- Provide leadership and set the strategic direction for the External Relations Directorate. This will include setting objectives and priorities and responding effectively to changing external circumstances, developments and unexpected events both nationally and internationally impacting on the Island.

What does that involve?

You will:

- Identify effective mechanisms to ensure that the Isle of Man's interests are properly promoted and defended in the UK, EU and elsewhere
- Develop key external relationships
- On behalf of the Chief Secretary, act as a conduit for two-way communication between the Government of the Isle of Man and Her Majesty's Government
- Identify and help deliver key messages which support the Isle of Man Government's strategic objectives and priorities

- Provide information and policy advice to the Chief Minister, and to the Council of Ministers.
- Forge, influence and constructively manage a wide range of national and international interfaces and relationships on behalf of the Isle of Man Government and the Crown
- Ensure that the Chief Minister has the necessary support by way of information, advice, briefing papers and, amongst other things, drafts of answers to Parliamentary Questions and responses to Motions
- Represent the Isle of Man Government in a wide range of settings, locally, nationally and internationally and be able to influence, persuade and negotiate with representatives and articulate the Isle of Man's position
- Maintain and ensure the further development of the quality of services delivered on behalf of His Excellency in respect of his executive functions
- Appear before, and give evidence to, Select and Standing Committees of the Legislature, and other bodies, locally, nationally and internationally
- Lead and participate in relevant committees and other working groups and provide information and advice to such locally, nationally and internationally
- Ensure that any proposals submitted have been properly researched and analysed, and related financial implications accurately assessed
- Implement corporate policies, systems and procedures across the Division
- Support the organisation, management and delivery of secretariat and related services in respect of the work of the Chief Minister and the Council of Ministers
- Ensure effective staff development, performance management and appraisal

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
Hold a management qualification and a degree in a subject relevant to the post	D	CV/Pre-employment check
Evidence of continuing career development and training	D	CV/Interview
Experience of effective strategic leadership	E	CV/Interview
Experience in providing advice to politicians or senior officers	E	CV/Interview
Experience of influencing and negotiation with successful outcomes	E	CV/Interview
Experience of key contribution to policy formulation and delivery	E	CV/Interview
Experience in research, analysis and preparation of written reports, papers, briefs and speeches and preferably of a political nature	E	CV/Interview
Experience in considering and interpreting legislation, including European legislation and international conventions	D	CV/Interview
Experience of considering legal issues and seeking legal advice	E	CV/Interview
Has open conversations and addresses the issues	E	Interview
Builds supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
Knowledge of the structures of Isle of Man Government, as well as the UK, devolved administrations, EU and other international bodies	E	CV/Interview
Understanding of the Island's constitutional/legal relationship with the UK and the EU	E	CV/Interview
Excellent communications skills both verbal and written	E	CV/Interview
Able to organise and delegate work effectively according to changing priorities	E	CV/Interview
Able to comprehend complex issues very quickly, to identify key issues and clearly communicate these to others	E	Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Flexible and adaptable to rapidly changing priorities and a demanding workload	E	Interview
Politically aware, tactful and diplomatic	E	Interview
A keen interest in international relations and the political environment/landscape	E	Interview
Trusts and is trusted	E	Interview
Cultivate and maintain strategic and productive relationships	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		
Isle of Man Worker	D	Application/Checks
The successful applicant will be required to work outside normal hours and to travel frequently off-island, particularly to the UK.	E	CV/Interview