

**Job Description**

Job Title:	Programme Officer
Job Reference No:	AD1059
Programme:	Business and Biodiversity Programme
Grade:	D
Line Manager:	Senior Programme Officer

Main Purpose of the Job

The UN Environment World Conservation Monitoring Centre (UNEP-WCMC) strives for a sustainable world for biodiversity and people. The UNEP-WCMC Strategy 2017-2021 focuses on thematic priorities, including the strengthening of consideration of the value of natural capital in private sector decision-making.

The Business and Biodiversity Programme leads this work on behalf of the Centre. In delivering this theme, the Centre will work to strengthen the evidence-base for the importance of biodiversity and natural capital to the private sector.

The main purpose of this role is to work in close collaboration with other programmes at UNEP-WCMC, to develop and implement new and existing projects focused on improved biodiversity management. This will include:

- Providing technical leadership and coordination of projects related to the extractives sector, working jointly across the Business and Biodiversity programme and the Conserving Land and Seascapes programme. This will specifically relate to projects under the Norwegian Oil for Development programme and other related initiatives.
- Providing technical support on biodiversity, ecosystem services and natural capital to our partners, including businesses, industry associations, governments, financial institutions and other partners focusing on business.
- Supporting implementation of projects through background research and information-gathering; conducting analysis; and drafting reports and papers as required.

Key Areas of Responsibility

Design, manage and implement biodiversity, ecosystem services and natural capital projects in the areas of:

- Delivering environmental data and information to actors within priority economic sectors, including businesses, governments, and the finance sector.
- Biodiversity drivers, impacts, dependencies and mitigation approaches of economic sectors.
- Spatial sensitivity/risk/threat analysis and mapping

- Policy/regulatory frameworks for biodiversity impact assessment and mitigation, including Environmental Impact Assessment and Strategic Environmental Assessment approaches
- Analysis and research to produce reports, papers, briefings and other outputs.
- Capacity development and training.
- Decision support methodologies, mechanisms and tools

Manage projects from inception through to completion to time and to budget, with effective internal and external communication and reporting, delegating task-level coordination and management as appropriate.

Contribute to robust financial reporting and management by regularly reviewing project budgets, expenditure and income and by accurately tracking and reporting time spent on projects.

Provide support for the programme's key partnerships by managing individual relationships and overseeing development of clear communication materials.

Organise and facilitate workshops, consultations with partners, and other events in the UK, overseas and remotely.

Other Duties

Promote project work and represent the Programme externally at meetings, conferences and events, building a network to facilitate project delivery.

Line manage members of the BBP team to continuously develop their technical, project management, and communication abilities.

Develop good working relations with other programmes in the Centre, establishing an internal network, and extending your own knowledge of scientific and policy issues relevant to the work of the organisation as a whole.

Ensure project and other deliverables are of high quality, in line with the Centre's quality assurance process

Contribute to the operation and administration of the Programme as required.

Undertake other duties as appropriate to the grade and relevant to the needs that may be determined from time to time by the Line Manager.