Collaborating with UN Environment

Job Description

Job Title: Programme Officer
Job Reference No: AD1152
Programme: Business and Biodiversity Programme; Conserving Land and Seascapes Programme
Grade: D
Line Manager: Senior Programme Officer

Main Purpose of the Job

The UN Environment Programme 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, and supporting area-based planning and decision-making.

The ‘Business and Biodiversity’ and ‘Conserving Land and Seascapes’ Programmes coordinate work related to these thematic priorities on behalf of the Centre, ensuring that businesses have the incentives, capacity, knowledge and data necessary to take well informed decisions which might impact on biodiversity and ecosystem services. In delivering these thematic priorities, the Centre works to strengthen an enabling environment for responsible business activities, including building capacity and knowledge of government institutions.

This role requires close collaboration with other programmes at UNEP-WCMC, including the Science Programme. The main purpose of this role is to develop and implement new and existing projects related to spatial planning, data management, analysis and uptake by national-level decision makers. The role will focus on technical delivery, capacity building, and developing partnerships in countries of focus.

Key Areas of Responsibility

The main area of responsibility relates to implementing work under the Norwegian Oil for Development Programme that aims to strengthen government capacity and data for environmental management of the oil and gas sector. This will involve:

- Leading capacity development and training in countries we support, including Myanmar and Mozambique, in particular related to spatial data management and analysis.
- Supporting the development of global guidance and data products to support integration of biodiversity into national level decision making.
• Building relationships with in-country partners and across the globe in UN, Governmental, non-governmental, scientific and private sectors.
• Identifying cross-sectoral opportunities and partnerships necessary to advance progress toward sustainable development objectives.

Further areas of responsibility will include:

• Supporting the development of a range of data and analytical tools within the Centre.
• Developing and managing projects as required to time and to budget, with effective internal and external communication and reporting, delegating task-level coordination and management as appropriate.
• Supervising the inputs of Associate Programme Officers, interns, students, volunteers and consultants as necessary in support of project implementation and the delivery discreet activities and outputs.
• Providing support for the Centre’s key partnerships by managing individual relationships and overseeing development of clear communication materials.
• Organising and facilitating 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 Programme members 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.