

## JOB DESCRIPTION

<b>Job Title:</b>	Associate Programme Officer
<b>Job Reference No:</b>	AD1196
<b>Programme:</b>	Science Programme
<b>Grade:</b>	E
<b>Line Manager:</b>	Programme Officer

### Main Purpose of the Job

This post is intended to form part of the core Science Programme at UNEP-WCMC. The main purpose of the job is to support spatial analysis and other technical work across the Centre within a range of projects. Work will be varied and could include: spatial analyses of biodiversity metrics, remote sensed data and/or pressure maps, the technical analysis of indicators or indicator databases, managing and control of scientific data/databases, literature reviews, and support to the production of reports and scientific papers.

### Key Areas of Responsibility

The staff member will assist with spatial and other analyses that will assist the delivery of projects across the work of UNEP-WCMC, in particular:

- Assist in the implementation of other biodiversity and conservation analysis projects worldwide which may include administration, planning and other duties.
- Undertake background research on scientific and policy issues relevant to the work of the Programme.
- Work with project teams to write up results of analyses as technical reports and scientific papers as required.
- When necessary, attend relevant conferences, workshops and other specialist meetings both in the UK and internationally on behalf of UNEP-WCMC.
- Undertake any other duties as may be required from time to time commensurate with the level of the post, including the supervision of junior staff, consultants, or interns.

### Other Duties

- Assist in the implementation of other biodiversity and conservation analysis projects worldwide which may include administration, planning and other duties.
- Undertake background research on scientific and policy issues relevant to the work of the Programme.

- Work with project teams to write up results of analyses as technical reports and scientific papers as required.
- When necessary, attend relevant conferences, workshops and other specialist meetings both in the UK and internationally on behalf of UNEP-WCMC.
- Undertake any other duties as may be required from time to time commensurate with the level of the post, including the supervision of junior staff, consultants, or interns.