Collaborating with UN Environment

Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Associate Programme Officer</th>
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<tr>
<td>Job Reference No:</td>
<td>AD1210</td>
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<td>Programme:</td>
<td>Business and Biodiversity Programme</td>
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<td>Grade:</td>
<td>Associate Officer</td>
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<td>Line Manager:</td>
<td>Programme Officer</td>
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Main Purpose of the Job

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 by the private sector. This will include:

- Supporting implementation of projects aimed at changing the relationship the private sector has with biodiversity and natural capital by contributing to background research and information-gathering; conducting analysis; and drafting reports and papers as required.
- Providing technical support on biodiversity, ecosystem services and natural capital to our business and industry association partners, as well as our other partners focusing on business.

Key Areas of Responsibility

Support the implementation of biodiversity, ecosystem services and natural capital projects in the areas of:

- Qualitative, quantitative and monetary approaches to building the value of biodiversity and natural capital in corporate and financial decisions
- Metrics, indicators and reporting frameworks for internal performance management and external disclosure
- The enabling environment of regulations, norms and standards within which business decisions are taken
- Tools and data for use by businesses and other stakeholders to understand how and where they interact with biodiversity
- Approaches to mitigating the impact businesses have on biodiversity, and for them to contribute to the restoration of ecosystems
- Capacity development, training, knowledge exchange and learning
Manage small projects and project components and support the management of larger projects through such activities as compiling administrative, financial and narrative reports.

Supporting robust financial reporting by accurately tracking and reporting time spent on projects.

Provide support for the programme’s key partnerships and relationships by developing clear communication materials.

Helping to organise and facilitate workshops, consultations with partners, and other events in the UK, overseas and remotely.

### Other Duties

Attend relevant conferences, workshops and other specialist meetings in the UK, internationally and remotely on behalf of UNEP-WCMC.

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.

Support the delivery of high-quality outputs 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.