Job Description

Job Title: Associate Programme Officer
Job Reference No: AD1217
Programme: Ecosystem Assessment and Policy Support
Grade: E
Line Manager: Senior Programme Officer

Main Purpose of the Job
To contribute to the delivery of a range of projects in areas such as biodiversity indicators, ecosystem accounting, spatial planning, ecosystem assessments, global and national biodiversity reporting, biodiversity and development mainstreaming. Such projects deliver information to decision-makers and policy makers in a way that is intended to support international environmental agreements and bring biodiversity considerations into the mainstream of decision making for sustainable development.

Key Areas of Responsibility

- Supporting project teams in delivering well written and succinct reports and scientific outputs including data analyses, technical reports, policy implementation reviews and policy briefs

- In relation to the above, to provide analysis and synthesis of data and information, including from published literature, databases and various multiple sources, including figures, tables and maps as required.

- Supporting the organisation of workshops or project events by, for example, preparing and distributing background information, providing other logistical support for remote meetings, and arranging travel and accommodation for participants as and when in-person meetings resume

- Contributing to the drafting, compilation, translation, proof reading and checking of publications

- Responding to internal requests for technical information and analyses on behalf of the Programme

- Providing technical, analytical and administrative support to the secretariat of the international network of indicator developers and users (the Biodiversity Indicators Partnership, www.bipindicators.net).
- Providing general technical and administrative support as required to project teams to effectively implement project relevant tasks and activities

- Ensuring that project relevant data are entered accurately into the Centre’s relevant information management systems.

- Contributing to, and working as part of, a cohesive team in the implementation of the Centre's strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.

### Other Duties

- Associate Programme Officers may be delegated responsibility for support and guidance of short-term casual staff and Interns, and asked to act as focal points within the Programme for cross cutting Centre functions such as communications, Mendeley, etc.

- Associate Programme Officers may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC;

- Contributions to project development proposals, as appropriate;

- Extend own knowledge of scientific and policy issues relevant to the work of UNEP-WCMC

- Undertake any other duties as may be required from time to time by other across the Centre commensurate with the level of the post