**Collaborating with UN Environment**

# Job Description

**Job Title:** Programme Officer  
**Job Reference No:** AD1219  
**Programme:** Business and Biodiversity Programme  
**Grade:** D  
**Line Manager:** Senior Programme Officer

## 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 supporting the integration of natural capital and improved biodiversity management by business and within financial decision making. The role will involve both project management and technical delivery, including:

- Management of projects related to the work areas and priority sectors for the Business and Biodiversity programme.
- 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:

- 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 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.

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.

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 Business and Biodiversity Programme 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.