

JOB AND TASK DESCRIPTION

Job Title: Adviser Commonwealth Blue Charter (Ocean Governance)

Directorate: Trade Oceans and Natural Resources

Grade: F

Reports To: Head, Oceans and Natural Resources Section

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 53 member governments in promoting democracy, development and respect for diversity.

The Trade, Oceans and Natural Resources Directorate (TONR) is one of three Directorates of the Commonwealth Secretariat. The Directorate brings together work in 'Oceans and Natural Resources' and 'Creating Better Trade Opportunities' and covers research and advocacy, technical support and joint programming elements of trade in the Commonwealth. A significant part of the Directorate's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

Oceans and Natural Resources (ONR) is responsible for delivering key Commonwealth Strategic mandates relating to sustainable management of oceans and natural resources. ONR supports the development efforts of member countries through the provision of policy, legal, economic and environmental technical assistance and capacity building, in two core programme areas:

- The management of ocean space and resources, including the development of ocean governance policies and regulatory regimes, and technical assistance in the delimitation of maritime boundaries. Additionally, the recently adopted Commonwealth Blue Charter is addressed under this programme area.
- The sustainable development and effective management of natural resources including petroleum, gas and minerals.

The post-holder will be mostly involved with the first of the above two programmes, with a significant portion of time devoted to implementation of the Commonwealth Blue Charter.

The Commonwealth Blue Charter was adopted at the Commonwealth Heads of Government Meeting (CHOGM) in London, 20 April 2018. Commonwealth countries have agreed to cooperate towards attainment of the myriad of ocean-related commitments that they face. Priorities and actions are member-driven, led by Commonwealth Blue Charter Champion countries that have voluntarily stepped forward on issues important to them. To date, eleven countries have stepped

forward to lead on eight different topic areas relevant to sustainable ocean development and conservation.

Table of Commonwealth Blue Charter Action Groups (as of 01 August 2018)

Action Group	Champions
1. Aquaculture	Cyprus
2. Blue economy	Kenya
3. Coral reef restoration	Australia, Belize, Mauritius
4. Mangrove restoration	Sri Lanka
5. Marine plastics (aka 'Commonwealth Clean Oceans Alliance')	UK, Vanuatu
6. Ocean acidification	New Zealand
7. Ocean and climate change	Fiji
8. Ocean observations	Canada

Job Summary

Reporting to the Head of the ONR Team, the post-holder will play a major role in the delivery of the Commonwealth Blue Charter. Where appropriate, she/he will provide specialised strategic, policy, technical and/or economic advice concerning critical elements of oceans governance and the development of ocean-based economies. In particular, the post-holder will be responsible for:

Technical Strategic Leadership

- (a) Working with the Commonwealth Blue Charter team to support the implementation of all related projects and Action Groups.
- (b) Taking direct responsibility for the management of a portfolio of Commonwealth Blue Charter projects. Providing specialised technical and policy advice for supporting member states in their participation of Commonwealth Blue Charter Action Groups and implementing
- (c) Contributes to the development of strategic Commonwealth policy position papers on matters of ocean governance, Blue Charter, and other related areas.
- (d) Undertakes and manage research, analysis and syntheses activities, and identifies proposals and options to enhance support to member countries in the Blue Charter and ocean governance.
- (e) Leads research on the identification of new and emerging ocean governance, and presents analysis of information gathered and reviewed from diverse sources with plausible recommendations to governments and Blue Charter Action Groups.
- (f) Develops and takes forward the organisation of expert meetings and policy dialogues to inform member governments and target institutions as well as supports high-level Commonwealth dialogues on issues related to ocean governance and implementation of the Commonwealth Blue Charter.

- (g) Supports technical assistance programmes by providing strategic advice, and critically assessing requests in areas articulated in the Commonwealth Secretariat Strategic Plan related to ocean governance and the Blue Charter.

Capacity Building and Knowledge Management

- (h) Undertakes the generation of knowledge and learning on ocean governance issues, with a focus on issues relevant to the Blue Charter Action Groups.
- (i) Provides appropriate support to Commonwealth countries to implement ocean governance and Blue Charter measures, including training and capacity-building efforts.
- (j) Develops ocean governance and Blue Charter toolkits, manuals, guidelines and other material including online technical support modules.
- (k) Facilitates exchange of information, sharing of knowledge, best practices and expertise in ocean governance across the Commonwealth and beyond.

Resource Mobilisation and Partnerships

- (l) Contributes to resource mobilisation to support member countries to implement ocean governance and Blue Charter actions.
- (m) Establishes and strengthens strategic partnerships aimed at advancing the intervention of the Commonwealth Secretariat for the benefit of member countries and their Action Groups.
- (n) Contributes to the enhancement of the Commonwealth Secretariat's visibility and raise public awareness of the Commonwealth Secretariat's work at national, regional and international scale.

The job involves frequent overseas travel.

Tasks, Administration and Management

The post-holder will:

- Contribute to preparation of work plans and budgets, and monitoring and reporting on budget/programme performance in the context of results-based management.
- Ensure that the outputs produced meet high-quality standards and that reports and other documents are clear, objective and based on comprehensive data.
- Manage project execution by:
 - defining project parameters in response to Action Group requests for assistance;
 - managing and reporting on Commonwealth Blue Charter project implementation and monitoring project performance;
 - (co-)leading the work of multi-disciplinary project teams in the office and on mission;
 - defining, mobilising and supervising specialist legal, technical and other inputs to projects made by external consultants, as required.
- Provide support and guidance to Commonwealth Blue Charter Action groups by:
 - responding to queries and providing information on the topic areas;
 - conducting assessments of capacities and gaps;
 - compiling and creating tools, guidance and training materials;
 - assisting in priority-setting and development of pilot projects;
 - overseeing external experts contracted by the Secretariat.
- Work with ONR colleagues to develop partnerships and initiatives with multi-lateral and bi-lateral agencies in relation to the focus areas and maintain contacts with senior government officials, investors and other international agencies.
- Contribute to international seminars, conferences and expert group meetings.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.

Person Specification

Education:

- A post-graduate degree (Masters or PhD) in a relevant area of specialisation; e.g. environmental / maritime management, marine ecology, ocean-based industries and/or the management of living and non-living marine resources.
- Desirable: Qualifications concerning aspects of the international law of the sea or international environmental law, science or policy.

Experience:

The successful candidate will have:

- Good organisational and communication skills and have a track record of leading (or co-leading) development of major initiatives with multiple stakeholders at the intergovernmental level.
- A minimum of ten years experience operating at a senior level dealing with high-level counterparts.
- Strong writing skills including development of documentation on relevant case studies.
- Track record of developing thematic modules and contributing to knowledge management and dissemination.
- Demonstrated experience in resource mobilisation and building partnerships and networks with international organisations.
- Ability to work independently, under pressure and under time constraints.
- Desirable: Experience at a senior level concerning the management of maritime-based industries, including renewable energy, tourism, maritime transportation, fisheries, aquaculture, marine bio-technology or related areas.
- Desirable: experience in marine scientific research or policy-making related to climate change, the sustainable development and/or protection of marine natural resources.



Competencies

Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Challenges others to rectify biases in behaviour, systems & process

Communication

Speaks and writes diplomatically and presents in public fora with charisma

Demonstrates professional demeanour and executive presence when meeting stakeholders

Respects confidentiality and works to strengthen the trusted advisor status of the Commonwealth Secretariat

Planning & Analysis

Effectively assesses and advises on major programmes/activities at a divisional level

Balances focus in order to deliver both Commonwealth Secretariat and member states' goals

Ability to interpret incomplete and/or ambiguous information

Effectively analyses and assesses new or uncertain critical situations

Adapting & Innovating

Identifies innovations and opportunities to improve divisional operations/advice and effectively gains buy-in

Evaluates impact of innovations and improvement initiatives

Remains receptive to and encourages innovative ideas from colleagues

Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances

Adhering to Principles & Values

Sets example and embodies Commonwealth Secretariat principles and values

Demonstrably protects the reputation of the Commonwealth Secretariat

Interprets and implements Commonwealth Secretariat principles and values

Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation

Leadership & Development

Takes responsibility for participating in personal professional development opportunities that the Secretariat provides

Directs the energy of the organisation towards a common goal

Provides an example to others by demonstrating moral courage in the face of challenging circumstances

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