



## JOB AND TASK DESCRIPTION

---

**Job Title:** Director

**Division:** Oceans and Natural Resources Division

**Grade:** C

---

**Reports To:** Deputy Secretary-General (Economic and Social Development)

---

### 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 Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery. At the senior level, there are three Deputy Secretaries-General responsible broadly for the political, economic and social development, and corporate goals and programmes of the Secretariat.

The Secretariat has an annual budget of approximately £45 million in three separate Funds (Commonwealth Secretariat, Commonwealth Fund for Technical Cooperation, and Commonwealth Youth Programme) and a staff establishment of upward of 280 deployed principally at the headquarters in London as well as at two Commonwealth Offices for small states located in New York and Geneva.

The Secretariat is implementing a four-year Strategic Plan for the period from 2013/14 to 2016/17. The Plan concentrates effort on those areas where the Commonwealth Secretariat has a clear or proven advantage, capacity to add global value, and potential to deepen impact and results of benefit to Commonwealth member governments as well as the Commonwealth at large. The Secretariat is consolidating Results-Based Management together with strengthened governance in alignment with contemporary international standards and norms. The Secretariat has also recently introduced a reformed staff structure and establishment to meet the needs of the Strategic Plan.

The Oceans and Natural Resources Division (ONRD) is one of the major Secretariat Divisions of the Commonwealth Secretariat, which is funded wholly by the Commonwealth Fund for Technical Cooperation (CFTC). The Division is responsible for delivering the Pan-Commonwealth mandate concerning the strengthened and sustainable management of the oceans, maritime and natural resources by member countries.

The work of the Section is currently operationalised through the provision of legal, economic and policy advisory services to Member countries focusing upon the management of exhaustible natural resources (minerals, petroleum and gas), the negotiation and delimitation of maritime boundaries (including the extended continental shelf claims) and the development of national and regional strategies for the sustainable management of ocean space and maritime resources.

There has been an increasing global emphasis on the oceans in a maritime environment, in addition to a high and ever increasing demand in the natural resources sector. As an organisation that has done a lot of pioneering work, there is space for the Commonwealth to expand its role and operations so that it can continue to be at the cutting edge of emerging development issues and in the provision of policy advice services.

### **Job Summary**

Reporting to the Deputy Secretary-General (Economic and Social Development), the post holder will direct, and inspire the Oceans and Natural Resources Advisory Division to deliver the required technical assistance programme provided through the Commonwealth Fund for Technical Co-operation (CFTC). The Director does so by ensuring that these programmes meet agreed objectives and targets in a manner which achieves maximum impact and value for money, in accordance with the Strategic Plan and results-based management framework of the Secretariat.

The Director manages a team of about highly experienced professionals and support staff who administer the delivery of specialised knowledge and technical assistance interventions on the oceans, maritime and natural resources.

The Director provides effective leadership and management oversight and vision to implement and advance the Commonwealth's Oceans and Natural Resources programme. The post-holder is expected to sharpen the programme's profile with the aim of enhancing it to further its development impact as the oceans and natural resource management in member countries continue to grow in prominence and political priority. The Director will as part of this function, identify the strategic and relevant partnerships and programme interventions required to ensure effective developmental outcomes and impact.

The Director provides advice to the Deputy Secretary-General (Economic and Social Development) and the Secretary-General on strategic, policy and operational activities related to the Oceans and Natural Resources.

### **Task Description**

The Director undertakes the following:

#### **Leadership and Management**

- Participates and contributes in corporate management as a member of the Senior Management Group of the Commonwealth Secretariat, under the chair of the Secretary-General.
- Leads and supervises, inspiring the Division to project, promote and protect the Commonwealth's fundamental political values and to deliver the Secretariat's work in this area as defined in the Strategic Plan.
- Manages, maintaining the highest standards of Secretariat governance in the Division including in staff relations and the use of resources to agreed quality expectations and standards.
- Creates an environment for staff in which they can achieve professional and personal goals, and in which they are motivated to contribute to the Secretariat and the implementation of its programmes.

- Formulates, develops and oversees the implementation of strategies; analyses context and impact of current strategies and makes adjustments to maintain impact and achieve outcomes, making optimum use of human and budgetary resources.

## Oceans and Natural Resources: Substantive oversight, support and advice

- Acts as an advocate for Commonwealth Oceans and Natural Resource policy positions at national, regional and global levels, and providing advice to the Secretary-General and the Deputy Secretary-General on the oceans and natural resource management issues relevant to the Commonwealth, in particular to its small and vulnerable member countries.
- Provide policy, strategic and visionary, and intellectual leadership for the work of the Commonwealth Secretariat in the areas linked to the Oceans, Maritime and Natural Resources, including in the design, implementation and adaptation, as required, of a strategy to strengthen the work programme and portfolio in this growing area of prominence of the Secretariat in support of national development of member states;
- Leads quality assurance and conceptualising of cutting edge programme design and delivery, including in the oversight and the delivery of outputs and outcomes that are consistent with the Secretariat's results-based management practices, including
  - Ensures sound financial management by managing the Division's resources to deliver to time, budget, agreed quality within established Secretariat policies and procedures;
  - Takes direct responsibility for the achievement of strategic outcomes and results falling under the Division's mandate as defined in the Secretariat's Strategic Plan;
  - Identifies and undertake analytical work in pioneering analytical work in the area of responsibility with a view to advocate at key regional, pan-commonwealth and other audiences.
- Strengthens and build partnerships, to advance the Division's work and results expected in the Strategic Plan, with member governments, intergovernmental organisations, key institutions, Centres of Excellence and other international agencies. This will include working closely across business units in the Commonwealth Secretariat to enhance synergies and build linkages across programmes;
- Provides leadership in institutionalising knowledge management in the oceans, maritime and natural resources work programme, and in the overall area of Economic and Social Development including inter alia, development of communities of practice, encourage research, and publication of case studies based on good practices.

## Other

- Presents Commonwealth perspectives publicly through interaction with the media, public speaking and other profile-raising activities; and, supports organisation profile-building in collaboration with the Communication Division;
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Performs any other duties as may be required from time to time.

## Person Specification

### Education:

A tertiary degree and desirably a postgraduate qualification or equivalent in marine and natural resource management, international law, economic, economic development or a related social science, and science based discipline.

### Experience:

At least 15 years' working experience at a senior management level, directing a multi-disciplinary team of professionals, in a governmental or in an international organisation.

Proven track record of effective people management skills at senior level.

Extensive experience related to at least 2 areas related to the oceans, maritime and natural resource management, and sustainable development.

Substantial experience working in developing countries and prior field-based development experience will be an asset.

### 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 & 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.

Creates an environment where respect for diversity is embedded in behaviours, systems & processes.

#### Communication

Establishes a culture of constant, consistent, clear and open communication

Ensures information is communicated to and from the top level and filtered through the appropriate channels

Communicates effectively with and gains understanding of top level stakeholders e.g. Heads of member states

#### Planning & Analysis

Organises work programme with full cognizance of Board of Governance requirements

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

### Decision Making

Makes informed decisions that are instrumental to the direction and profile of the Commonwealth Secretariat in general

Is confident of making strategic/critical decisions with limited information in time pressured situations

Applies advanced judgement in the approval of corrective action for the resolution of organisation wide issues

Creates a culture that values ownership of decisions and leads by example

### Adhering to Principles & Values

Defines Commonwealth Secretariat 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

### Leadership & Development (strategic)

Provide vision and overall strategy for the Commonwealth Secretariat

Creates a vision where the reputation of the Commonwealth Secretariat is upheld and consistently evolving

Communicates the Commonwealth Secretariat's vision, achievements and impact in a manner that inspires enthusiasm amongst employees, member states, and external parties

Establishes a culture where the creation and capitalisation of opportunities for staff development and fulfilment is promoted and valued

Provide top level professional advice in strategic issues at management committee, board of governor & EXCO level. Lead on strategic issues.

May 2016