

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Health Research Officer (Temporary)
Directorate:	Economic, Youth, and Sustainable Development
Duration:	6 months
Pay Point:	K
Reports to:	Health Adviser

Health Team

The Health Section is under the supervision of the Head of Social Policy Development, who in turn reports to the Director of the Economic, Youth and Sustainable Development. The Commonwealth Secretariat's programme of work on health is embedded in the Secretariat's 2017/18-20/21 Strategic Plan, focusing on assisting member countries to develop and implement policies that reduce disparities and improved health outcomes, with particular reference to Universal Health Coverage (UHC) in relation to addressing communicable and non-communicable diseases (NCDs) as well as other Commonwealth priorities. Additionally, the work programme supports the convening of the annual Commonwealth Health Ministers Meeting (CHMM), informing the deliberations and experience sharing. CHMM and the related Commonwealth Advisory Committee on Health (CACH) provide a unique opportunity for member countries to share and learn from each other, forge common goals and work together to achieve consensus on policy positions and collaborative actions.

The Commonwealth is committed to actively pursuing the attainment of the Sustainable Development Goals 2030 Agenda, which reflects the values and principles of the Commonwealth Charter. The objective and focus of the Health Section is to support member states through policy analysis and development, regulatory frameworks and systems for strengthening of policies and bridging gaps between policy formulation and implementation. The work approach will be anchored on in-depth research, social policy analysis, documentation of Commonwealth good practices and models.



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Job Summary

The post will be recruited for six (6) months in the first instance to support programme implementation in the Health Section and preparations for the annual Commonwealth Health Ministers Meeting (CHMM) and the related Commonwealth Advisory Committee on Health (CACH).

Reporting to the Health Adviser, the post holder will support work on UHC and NCDs in Commonwealth member countries and the preparations for CHMM and CACH: providing research and policy analysis inputs; assisting with project management; supporting the implementation of meetings; preparing draft briefs for senior officials; and developing and updating materials on the Commonwealth Secretariat's website.

Task Description

The post holders will:

1. Provide substantive technical research and policy analytical support on current trends and thinking on Universal health coverage (UHC) and non-communicable diseases (NCDs), to support the Health Section's work programme development and implementation.
2. Assist programme and project management in the section as well as CHMM and CACH preparations by:
 - Assisting in the preparation of concept notes, project proposals, project documentation, programme and project status reports and other project information;
 - Drawing up draft terms of reference for commissioned papers and other short-term contracts as required;
 - Support implementation and tracking of consultancies and commissioned papers;
 - Assisting in the monitoring of budgets and tracking key milestones, and the communication of results; and
 - Providing logistical support for meetings, on-line networking, and the delivery of Health Section activities and publications.
3. Draft speeches, talking points and other briefs for senior Commonwealth officials and respond to any requests for information by Commonwealth member countries.
4. Support the Health Section's knowledge management initiatives, working in close coordination with the Health Adviser and other Health team members.
5. Develop, update and input material on the Commonwealth Secretariat website and other Commonwealth portals to ensure results from programme activities are widely disseminated and applied. Prepare inputs to publications, as required.
6. Adhere to the Gender Equality values of the Commonwealth as enshrined in the Commonwealth Charter and Secretariat's Gender Equality Policy; and
7. Perform any other duties that may be required from time to time.



Person Specification

Essential:

- An undergraduate degree in health policy, development studies, social science, or a related field.

Desirable:

- A postgraduate degree in health policy, development studies, social science, or a related field
- At least two years' prior experience working in a policy-related environment.

Experience:

- Experience in conducting research, analysing and preparing reports/papers on health or social and sustainable development issues.
- Experience in communication or advocacy of health issues.
- Understanding multi-sectoral approaches to health and the linkages between health, socio-economic development and other social determinants of health.
- Ability write succinctly and for a range of different audiences.
- Good IT skills, including email, Word, PowerPoint, Excel, online project manage tools (such Huddle) and ability to extract data from databases and to work on websites.
- Good organisational, administration and project/programme management skills, with good attention to detail.
- Strong interpersonal and communication skills.
- Experience/understanding of monitoring and evaluation, logical frameworks and theory of change.
- In addition, all staff appointed to the Secretariat are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

Competencies:

Working with Others

Regularly shares information of value with colleagues

Shows commitment to delivering on key agreements made to colleagues

Makes an effort to view a situation from the other party's perspective as well

Demonstrates awareness and sensitivity to colleagues' pressures

Utilises networks to ensure similar goals are achieved collaboratively

Develops long term relationships across cultures and/or geographical boundaries

Uses relationships to identify the best people to help in the completion of tasks

Tactfully deals with difficult people to gain buy-in and manage their expectations



Communication

Interacts and communicates effectively with internal/external contacts
Ensures information is communicated to all the appropriate people
Provides feedback to more senior colleagues effectively, providing justification where necessary
Uses the correct method of communication, depending on the message and the audience
Anticipates objections in dialogues and prepares convincing responses
Delivers difficult messages with tact and sensitivity

Planning and Analysis

Schedules activities according to deadlines and importance
Liaises with various parties in diverse locations to organise activities
Agrees new timescales when faced with competing activities
Balances a focus on detail with a broader perspective
Effectively interprets inquiries and quickly identifies elements that do and do not fall within their remit, dealing with them appropriately

Developing & Applying Expertise

Takes advantage of opportunities to develop an area of expertise
Takes learning from previous experience and applies them appropriately
Demonstrates willingness to learn new skills and/or approaches

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.
Identifies biases in systems & processes

Accountability

Takes ownership of assigned tasks, honours deadlines.
Ensures timely delivery of outputs within defined cost and quality standard parameters.
Takes responsibility for own shortcomings and compliances.

Adapting and Innovating

Recognises opportunities for improvement and proposes change with impact and effect
Helps others evaluate and strengthen ideas
Quickly grasps new concepts and how to apply them
Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter



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Will effectively reorganise activities when faced with changing contexts and demands

Welcomes and adapts to new ideas and/or approaches

Adapts personal style to meet the needs of others