**JOB DESCRIPTION**

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| **Job Title: Programme Officer (Innovation)****Division: Strategy, Portfolio, Partnerships and Digital****Grade: I** |
| **Reports To:** | **Head of Innovation and Partnerships**  |

**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 advancing democracy, development and respect for diversity.

The Assistant Secretary-General (ASG) supports the Secretary General in strategic, governance, and programme matters, and also works as Secretary to the Governing Boards. The ASG’s office has the delegated authority for managing the Secretariat’s programme portfolio, partnerships and strategic initiatives such as the Commonwealth Innovation Ecosystem Programme and Commonwealth Data Platform. The ASG supports the Secretary-General in devising strategies, policies and innovative institutional mechanisms and practices to implement the Secretariat’s programme of work as mandated by member governments. It puts together the Strategic and Delivery Plans and ensures programme quality and coherence through monitoring, evaluation, learning and organisational reporting. The ASG’s office also works as the Secretariat for internal and external governance and provides support in convening high level meetings such as the Commonwealth Heads of Government Meeting, Ministerial Meetings and the London-based Governing Boards. It builds and maintains relationship and partnerships with member states, Commonwealth organisations and external institutions, and also represents the Secretary-General as and when required.

**JOB SUMMARY**

Under the direct supervision of the Head of Innovation and Partnerships, the job holder will be responsible for developing programmes, projects and partnerships as part of the Commonwealth’s innovation and digital transformation agenda.

She or he will undertake research to collate, write and publish cutting edge policy guidance as well as visually compelling and insightful data analysis, particularly on digital and interactive platforms.

She / he will help deliver technical assistance and provide policy guidance to Commonwealth countries on innovation and digital transformation. The successful applicant will have the strategic, management, inter-personal, analytical and technical skills to work in cooperation with senior government officials, key stakeholders and partners from the public, private and not-for-profit sectors. She / he will have demonstrable technical and design skills to enhance and improve the Commonwealth’s innovation and digital transformation initiatives. Coordinating and developing the Commonwealth Innovation Network into an effective and impactful platform will also be a component of this role.

**SPECIFIC TASKS DESCRIPTION**

The post-holder will be responsible for the following:

* Work in close consultation with Commonwealth Secretariat teams to identify, collate and analyse Commonwealth and other relevant socio-economic data from a wide range of credible sources; write, produce and publish visually compelling charts, maps, interactive graphics and analytical data stories in print and on the Commonwealth Secretariat’s digital and social media platforms in order to engage policymakers, researchers and key decision makers for whom data-driven insights are critical;

* Identify, initiate, implement and facilitate innovative projects in cooperation with key stakeholders and partners;
* Project manage the development of the Commonwealth’s Innovation Hub and help build strong engagement with key stakeholders and partners worldwide; help develop the Commonwealth Innovation Network;
* Track and analyse developments related to public innovation, digital governance, innovation ecosystems, digital transformation trends and progress on the Sustainable Development Goals in the Commonwealth and beyond; identify and develop research-led content, data visualisations, thought leadership and interactive tools particularly relevant to policy makers and decision makers in governments.
* Support the delivery of innovation and digital transformation initiatives and technical assistance projects; identify and forge good working relationships with key stakeholders and partners at the international, regional and national level;

* Help manage and develop the Commonwealth Innovation Awards; identify and explore new innovation funding opportunities;
* Promote a culture of innovation by identifying, incubating and implementing innovative solutions to make the Commonwealth Secretariat more efficient and effective;
* Any other tasks relevant to the role as required.

**PERSON SPECIFICATION**

**Education:**

Essential: A post-graduate degree in Economics, Statistics, Public/Business Administration, Public Policy, International Relations, Social Sciences, Computer Science, Information Technology, Data Science, Digital Governance, or a related field.

**Experience:**

* At least five years’ of progressively relevant experience in the public or private sectors, consulting and/or academia, with some experience of working for or in partnership with an international development / inter-governmental / multilateral organisation.
* Demonstrable experience of working with complex socio-economic data, including surveys, time-series statistics, composite indexes, global datasets etc. and then producing engaging data visualisations and insightful data analysis in digital and print formats.
* Experience of researching, writing and publishing reports / policy guides / thought leadership on innovation and/or digital governance.
* Experience of working on or supporting innovation in the public sector;
* Familiarity with using relevant software such as WordPress, Tableau etc.
* Relevant experience of managing internal and external stakeholder relationships, including with government officials; some experience of working in a fast-paced and results-oriented working environment.
* Good understanding of fundraising for projects as well as some experience of budgeting, reporting, monitoring and evaluating projects and programmes.

**Competencies:**

Applicants should be able to demonstrate:

* Strong strategic, leadership, enterprise management, communication, technical, financial and diplomatic skills.
* A high level of working knowledge of the importance of data and innovation to Commonwealth countries and the Commonwealth Secretariat.
* A high level of knowledge of latest developments in innovation and data science and how they can be harnessed to promote sustainable development at the national, regional and international level.
* A creative and problem-solving mindset that can help bring data to life for both expert and general audiences.
* Effective project management skills with the ability to provide support as required.
* Excellent written, oral, communication and interpersonal skills; an ability to communicate effectively with technical as well as more general target audiences.
* Experience of liaising, communicating and partnering with senior government officials at the national and / or at the international level.
* Ability to use one or more sector-leading statistical analysis tools and data visualisation software packages.
* Web design / enterprise software / mobile applications development skills relevant to the Commonwealth Innovation Hub.
* A combination of quantitative and qualitative skills and a passion for data-driven visual storytelling; an ability to tell timely and topical data stories that have not been told before.
* Excellent drafting and report-writing skills, as well as research and analytical skills, and an ability to think strategically and tactically.
* Ability to be enterprising and creative in identifying and pursuing opportunities.
* Self-starter who is effective at multi-tasking; excellent negotiating skills.
* Consistently approaches work with a positive attitude.
* Ability to work in an international and multicultural environment.

**Skills:**

* Skilled at data mining, research, analysis and data visualisation
* Skilled at developing, refining and implementing data projects
* Skilled at working collaboratively with partners from the public, private and not-for-profit sectors
* Skilled at developing innovative digital solutions to public policy challenges
* Skilled at managing complex projects and diverse stakeholders
* Excellent numerical, verbal and written communications skills
* Creative design skills
* Ability to work under pressure to deadlines
* Strong organisational skills

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| **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. Examines 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** |
| 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. |
| **Planning & Analysis** |
| Effectively assesses and advises on major programmes/activities at a divisional level.Balances priorities in order to deliver both Commonwealth Secretariat and member states’ goals.Interprets incomplete and/or ambiguous information effectively.Effectively analyses and assesses new or uncertain critical situations. |
| **Adapting & Innovating** |
| Identifies opportunities to improve divisional operations and effectively gains buy-in.Evaluates impact of improvement initiatives.Remains receptive to and encourages innovative ideas from more junior colleaguesInitiates change that will enable programme/team to fulfil objectives in light of changing circumstances. |
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