

JOB AND TASK DESCRIPTION

Job Title: Legal Adviser (Maritime Boundaries)

Division: Governance and Natural Resources Division

Grade: F

Reports To: Head of the Ocean Governance & Natural Resources Management Section

General Information

The Ocean Governance & Natural Resources Management Section (OGNMS) forms part of the Governance and Natural Resources Division of the Commonwealth Secretariat, and supports the development efforts of member countries through the provision of legal and technical assistance and capacity building. A significant part of the Section's work is of a consultancy and advisory nature, delivered through a combination of in-house and external legal, policy and economic expertise.

OGNMS operates as an in-house consultancy service, offering policy, legal and economic advice and assistance in respect of two core programme areas:

- The development of natural resources including petroleum, gas and minerals;
- The management of ocean space and resources, including through the delimitation of maritime boundaries and related matters and the development of ocean governance policies and regulatory regimes.

Job Summary

Reporting to the Head of Ocean Governance & Natural Resources Management Section, the post-holder provides legal and policy advice, either individually or as member of a multi-disciplinary OGNMS Advisory team, to Commonwealth Member countries and regional organisations.

The post-holder will be responsible for:

- Managing maritime boundary projects within OGNMS;
- Taking direct responsibility for the management of a portfolio of projects within their area of expertise with particular emphasis on the development of petroleum and mineral resources;
- Delivering legal and policy advice, either alone or as part of a multi-disciplinary team, within their area of expertise.

The job involves frequent overseas travel.

Task Description

The post-holder:

- As a senior legal adviser in OGMNS, continuously seek to identify improvements in terms of the content, scope and depth of the maritime boundaries programme, methods and quality of delivery of advisory assistance;
- As project leader, provide advice on and assist Member countries to define and delimit maritime boundaries by:
 - conducting reviews of policy and legislation and other regulatory instruments;
 - developing proposals for the delimitation of maritime boundaries, including through the negotiation of agreed boundaries with neighbouring coastal States and the development of provisional arrangements of a practical nature;
 - assisting in the development of maritime boundary treaties and the domestic implementation of such treaties under national legislation;
 - consulting with government officials and stakeholders on pertinent legal and related issues;
 - preparing written and oral advice and recommendations; and,
 - instructing and supervising the work of legislative draftspersons contracted by the Secretariat.
- As project leader, provide advice to Member countries concerning the development, lodgement and defence of submissions for areas of extended continental shelf in accordance with international law;
- Manage project execution by:
 - defining project parameters in response to government requests for assistance and obtaining project approvals;
 - managing and reporting on project implementation and monitoring project performance;
 - working in 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.
- Develop strategic partnerships and initiatives with multi-lateral and bi-lateral agencies in relation to the focus areas and maintains contacts with senior government officials, investors and other international agencies.



The Commonwealth

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Person Specification

Education:

A first degree and relevant post-graduate degree in Law, with a specialisation in aspects of public international law and/or aspects of the law of the sea.

Experience:

A minimum of ten years' experience at a senior level in the practice of the law and provision of advice on public international law, with a focus on maritime boundary delimitation aspects of the law of the sea and/or related matters.



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

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 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 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 colleagues

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



The Commonwealth

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

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