

JOB AND PERSON SPECIFICATION

Job Title: Research Officer - (Fixed Term 2 Years)

Division Economic Policy Division

Grade: K

Reports To: Head of Section (Climate Finance and Small States)

General Information

The Economic Policy Division is responsible for the Secretariat's programmes on national and international economic issues and, with other divisions, for assisting member countries to pursue more inclusive economic growth and sustainable development; and to strengthen the resilience of small states and other vulnerable states. It plays a key role in helping to identify solutions to the economic and resilience problems affecting Commonwealth countries; in achieving an international consensus on these solutions; and in providing advice to governments on policy development.

The Climate Finance and Small States Section focuses on strengthening the resilience of small states and vulnerable states. It also works to ensure that international policies, mechanisms and rules are more responsive to small states' development strategies and resilience needs. It deepens understanding, and develops effective frameworks and policy tools for building the resilience of countries. It works to improve access by small states and vulnerable states to adequate climate financing and technical resources to enable them to put priority resilience-building actions in place. The Section advocates for policies which address the needs and vulnerabilities of small and vulnerable members of the Commonwealth. In doing so, emphasis is placed on research and analysis, policy development, facilitation of discussion and debate, consensus building and advocacy to focus international attention on issues and solutions.

Job Summary

Job roles in the Secretariat evolve with both the changing mandates received from member countries and the skills of the team. Reporting to the Head of Section, the post holder supports work on aspects related to the development of small states, by providing research and analytical policy support; assisting with project management, monitoring and reporting; helping in the implementation of meetings, the preparation of briefs for senior officials and updating the Commonwealth Secretariat's website. A specific focus of this role is on the development and dissemination of statistical and analytical products for the Commonwealth Secretariat, and communications, including through the use of Commonwealth Connects and social media.

Task description

The post holder will:

1. Research and prepare statistical tables for the annual publication 'Small States Economic Review and Basic Statistics' by:
 - Using economic publications and internet sources;

- Liaising with colleagues in the section to keep track of implementation and quality.
2. Support a review of the Commonwealth Secretariat's on-line database on small states:
 - Review current status of the database;
 - Propose, agree and drive forward implement proposals with the Adviser and Head of Section.
 - Update selected current indicators on the small states online database, as required;
 - Act as an Administrator of the small states online database, as required.
 3. Support content management of ComSec's web pages related to small states, by:
 - Draft and edit materials for approval and eventual inclusion on the Commonwealth Secretariat web site related to small states issues and programme work;
 - Liaise with members of the Communications and Public Affairs team to ensure timely review and upload of materials;
 - Support the development of other material for the web site, including short films and use of social media.
 4. Prepare draft minutes and records of selected meetings.
 5. Supports implementation of the Section's publications programme, through management of the publications process, including tracking of contracts with experts, reviewing and providing comments on drafts, editing texts, and liaising with the publications and printing functions within the Secretariat to ensure timely delivery of publications.
 6. Help with programme and project management within the section by:
 - Assisting in the preparation of detailed concept notes, project proposals, project documentation, programme and project status reports and other project information;
 - Arranging and overseeing the administration of short-term experts contracts
 - Assisting in the monitoring of budgets and implementation milestones; and the communication of results; and
 - Providing logistical support for meetings and conferences.
 - Support on-line networking, and the delivery of capacity building activities and publications.
 9. Support the team in drafting briefs, talking points, remarks and project reports for senior Commonwealth officials; and maintaining an up-to-date listing of material and results statements for use in the preparation of reports to senior management and to the Executive Committee and Board of Trustees.
 10. Take responsibility for updating and managing Commonwealth Connects portals, as required.
 11. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.

12. Performs any other duties as may be required from time to time.

13. Perform any other duties that may be assigned by the Head of Section.

Person specification:

Education and Experience

- An undergraduate degree in economics, econometrics, statistics, quantitative methods or closely related subject **and at least two years** of research or statistical experience;
- An ability to write well for a range of audiences.
- Experience or demonstrable interest in development issues.

Desirable

- A postgraduate degree in economics, econometrics, statistics, quantitative methods or closely related subject **and at least two year** of research or statistical experience in development or related issues.

Competencies

Respect for Diversity
<p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Identifies biases in systems & processes</p>
Working with Others
<p>Regularly shares information of value with colleagues</p> <p>Shows commitment to delivering on key agreements made to colleagues</p> <p>Makes an effort to view a situation from the other party's perspective as well</p> <p>Demonstrates awareness and sensitivity to colleagues' pressures</p> <p>Utilises networks to ensure similar goals are achieved collaboratively</p> <p>Develops long term relationships across cultures and/or geographical boundaries</p> <p>Uses relationships to identify the best people to help in the completion of tasks</p> <p>Tactfully deals with difficult people to gain buy-in and manage their expectations</p>

Developing & Applying Expertise
<p>Takes advantage of opportunities to develop an area of expertise</p> <p>Takes learning from previous experience and applies them appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>
Adapting & Innovating
<p>Recognises opportunities for improvement and proposes change with impact and effect</p> <p>Helps others evaluate and strengthen ideas</p> <p>Quickly grasps new concepts and how to apply them</p> <p>Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia</p> <p>Will effectively reorganise activities when faced with changing contexts and demands</p> <p>Welcomes and adapts to new ideas and/or approaches</p> <p>Adapts personal style to meet the needs of others</p>
Accountability
<p>Takes ownership of assigned tasks, honours deadlines.</p> <p>Ensures timely delivery of outputs within defined cost and quality standard parameters.</p> <p>Takes ownership of assigned tasks, honours deadlines (L1)</p> <p>Ensures timely delivery of outputs (L1)</p>