

JOB AND PERSON SPECIFICATION

Job Title: Research Officer CommonHealth (1 Year Fixed Term Contract)

Division: Deputy Secretary-General (Economic and Social Development)

Job Grade: K

Reports to: Head of CommonHealth

General Information

The Commonwealth is a voluntary association of 53 countries that support each other and work together towards shared goals in democracy and development. The Commonwealth Secretariat (www.thecommonwealth.org) is mandated to execute plans agreed by Heads of Government of Commonwealth Member States through technical assistance, advice and policy development.

The Commonwealth Secretariat Strategic Plan 2013/14 to 2016/17 which came into operation from 1 July 2013 focuses on areas where the Commonwealth have distinct strengths. An area that the Commonwealth recognises as a strength is its creation of a body of knowledge and its ideal position for this knowledge to be transferred among its members.

During the Strategic Plan period, knowledge is being recognised as a strategic asset and source of value creation. It is seen as an asset that will serve both internal and external purposes, whereby, internally it is seen as a source of organizational learning to help strengthen the Secretariat's organisation capacity while externally, knowledge is to be shared with member countries and stakeholders to inform, empower and help in decision-making.

In undertaking this, the Commonwealth Secretariat will be establishing a Health knowledge hub which is envisaged as a knowledge-sharing facility for the Commonwealth's healthcare professionals aimed at improving the capacities of member countries through the sharing of knowledge, information and good practices. To operationalise this, the Commonwealth Secretariat is looking to recruit a Research Officer to help develop its Health Community of Practice as part of the Secretariat's Health knowledge hub known as 'CommonHealth'.

Job Summary

The Research Officer will report to the Head of CommonHealth, and will be responsible for undertaking web based research, knowledge management, basic administrative tasks to support the project, communications with stakeholders and managing web based communications across the Commonwealth Healthcare community.



Key Responsibilities:

- To build and support the healthcare professionals working in government, academic and research institutions, foundations and multi/bilateral donor agencies, NGOs and the private sector; encourages member participation; facilitates electronic discussions; working with learned societies and experts to determine the most relevant knowledge for the Community's website and knowledge repository;
- Undertakes research into cutting edge issues of concern to the Community; identifies areas of research, drafts papers and facilitates events to address them, in consultation with the Head of CommonHealth;
- Participates in Knowledge Hub collective activities and collaborative initiatives. Promotes team-building; contributes to systems development; ensures conformity and compatibility with agreed system norms and guidelines; shares information on Community initiatives;
- Assists in development of a communication strategy for CommonHealth;
- Provides some basic administration support to the Head of CommonHealth;
- Coordinate and assist in preparations for and servicing of meetings through administrative support for the required documentation and reports as well as assisting with any logistical arrangements;
- Works with the Head of CommonHealth to champion initiatives at all public meetings and events;
- Thorough knowledge of the key concerns and challenges facing health practitioners in the Commonwealth countries;
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Performs other duties as may be required from time to time.

Person Specification

Education:

University degree in a healthcare or healthcare-related specialization

Experience:

- Practical experience, preferably in a developing country setting, of healthcare related communications and practice.

Skills:

- Highly effective at networking and at facilitating professional collaboration;
- Motivated, energetic, thorough and responsive to the needs and interests of peers;
- Excellent drafting and analytical skills; able to communicate clearly through e-mail;
- Proficient with social networking and collaboration computer applications;
- High personal standards of excellence;
- Strong verbal and written communication skills, and interpersonal skills;
- Strong strategic thinking and operational planning capabilities;
- Technologically savvy;
- Ability to work autonomously and in teams.

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>Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated</p>
Working with Others
<p>Manages conflict and works towards mutual solutions</p> <p>Identifies organisations with which to partner for specific solutions</p> <p>Encourages others and provides them with the autonomy to pursue relationships</p> <p>Uses personal influence to establish compromise and agreement when faced with conflict</p> <p>Demonstrates balance between directness and diplomacy in negotiations</p> <p>Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims</p> <p>Encourages and supports others in demonstrating cultural awareness when working with others</p>
Managing Resources
<p>Manages programme and cross team activities against specific objectives/results</p>



The Commonwealth

Manages available resources in order to meet objectives e.g. by effective and efficient use of budget inter alia

Identifies the best method and resources when high level course of action has been identified

Analyses available resources and what activity they will enable

Takes responsibility for multi team/programme activities

Manages diverse motivations of a range of groups in large scale programmes

Decision Making

Determines what can be realistically achieved when deciding on strategic solutions

Is proactive and responsive in making decisions on complex, technical issues based on appropriate information

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

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.

Supports subordinates, provides oversight and takes responsibility for all delegated assignments.

Leadership & Development

Reinforces vision throughout organisation e.g. by acting accordingly inter alia

Identifies and develops leadership skills in others

Empowers others to take control of their own development and progression

Offers sound guidance and direction on complex and critical issues

Maximises the potential of others e.g. by creating suitable opportunities for development inter alia