



JOB AND TASK DESCRIPTION

Job Title: Adviser - Health

Directorate: Economic, Youth and Sustainable Development

Grade: F

Reports To: Head of Social Policy Development

General Information

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 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.

Job summary

Reporting to the Head of Social Policy and Development, the Advisor will be responsible for taking forward the development of the Unit's work in a number of key areas in the context of a Results Based Management (RBM) framework. He/she will ensure that delivery reflects the mandates from Commonwealth Heads of Government Meetings (CHOGM), Health ministerial meetings, and builds upon the comparative advantage of the Secretariat. This will be achieved by enhancing the positive impact of social development and strengthening national policies and frameworks for improved health outcomes. Essential to this work will be the strengthening of collaboration within the Unit, the Secretariat and beyond.



Task description

Under the direction of the Head of Unit, the post holder will be responsible for:

Programme Implementation:

- Contribute to and participate in the Conferences of Commonwealth Health Ministers (CHMMs) as required;
- Support member governments and other partners to develop joint programmes through technical support, project design, international workshops, seminars, consultations, research, needs and situational analysis; and
- Initiate and conduct dialogues with member countries and development partners in support of priority health objectives and goals in line with needs of member countries and the Commonwealth Secretariat's strategic plan.
- Develop intervention strategies and undertake activities that contribute to strengthening health policies and systems, and where it will enhance impact, in collaboration with other key stakeholders, including *inter alia*, develop and maintain the Secretariat's health work:
- Focusing on interventions and policies which compliment global initiatives on access and equity;
- In relation to inclusive quality health with focus on improved standards, quality of content and delivery;
- Plan and deliver an effective advocacy strategy to raise the visibility of the issues, challenges and priorities of Commonwealth members, including small states;
- Identify internal areas for cross disciplinary collaboration with other sections divisions such as Gender Section, Youth Affairs, Economic Affairs and Strategic Planning and Evaluation Divisions; and
- Monitor, evaluate, and report periodically on the assigned health programme and its impact
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Perform any other duties that may be required from time to time

Research and comparative analysis:

- Provide professional, technical and strategic leadership to the Health programmes and activities to promote new Internationally Agreed Goals (IAG) in the context of the Commonwealth; and
- Support the Head of Unit to develop a programme of capacity building and research activities in Commonwealth Small States in relation to their priority areas of work.



The Commonwealth

- Commission and supervise research activities to inform evidence-based policy advice.
- Access and disseminate information for the Secretariat on emerging issues, data and trends in Health within the Commonwealth and globally;

Networking and Knowledge Exchange and Management through “Knowledge Hubs”

- Represent the Commonwealth Secretariat on relevant Inter Agency committees, regional and global advisory committees hosted by strategic partners;
- Provide advice and assistance to member states, regional bodies and national associates and organisations on policy, governance and management issues, on regional and Pan-Commonwealth health initiatives; and
- Using the Health Knowledge Hub to facilitate the sharing of good practices, for advocacy and networking between Commonwealth member states.

Person Specification

Education

- Master’s degree in Health related field

Desirable:

- Undergraduate degree in Health, Development or related Social Science subject

Experience:

- 10 years of relevant work experience in Social Development including Health and Social Policy;
- Substantive knowledge of inclusive and quality health systems, structures, policies and frameworks;
- Experience in quantitative and qualitative research and managing professionals and consultants;
- Experience of working (in health) for, or with the government sector, donor agencies, multilateral or intergovernmental organisations;
- Experience of writing briefings, policy briefs, research papers and editing publications for large audiences;
- Successful experience of working in health in a developing country, ideally in the Commonwealth;
- Experience of representative work with senior government officials and Ministers planning and managing high profile events;



The Commonwealth

- Demonstrable team spirit and proven capacity to network and build effective partnerships and work collaboratively on programmes/projects activities to meet set goals and targets; and
- Experience in managing project teams and other stakeholders.

Desirable:

- Experience in one or more Commonwealth countries, regional or multilateral organisation or developing countries;
- A sound understanding of government operations within developing country settings.

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.
Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated

Working with Others

Manages conflict and works towards mutual solutions
Identifies organisations with which to partner for specific solutions
Encourages others and provides them with the autonomy to pursue relationships
Uses personal influence to establish compromise and agreement when faced with conflict
Demonstrates balance between directness and diplomacy in negotiations
Uses influence to persuade partners and third parties toward Commonwealth Secretariat aims
Encourages and supports others in demonstrating cultural awareness when working with others

Managing Resources

Manages programme and cross team activities against specific objectives/results
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



<p>has been identified</p> <p>Analyses available resources and what activity they will enable</p> <p>Takes responsibility for multi team/programme activities</p> <p>Manages diverse motivations of a range of groups in large scale programmes</p>
<p>Decision Making</p> <p>Determines what can be realistically achieved when deciding on strategic solutions</p> <p>Is proactive and responsive in making decisions on complex, technical issues based on appropriate information</p> <p>Considers the relevant justifications for a particular course of action</p> <p>Takes context into consideration when making decisions</p> <p>Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate</p> <p>Bases actions and approaches on the root cause of an issue, rather than the symptoms</p>
<p>Accountability</p> <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 responsibility for own shortcomings and compliances.</p> <p>Supports subordinates, provides oversight and takes responsibility for all delegated assignments.</p>
<p>Leadership & Development</p> <p>Reinforces vision throughout organisation e.g. by acting accordingly inter alia</p> <p>Identifies and develops leadership skills in others</p> <p>Empowers others to take control of their own development and progression</p> <p>Offers sound guidance and direction on complex and critical issues</p> <p>Maximises the potential of others e.g. by creating suitable opportunities for development inter alia</p>

June 2020