



The Commonwealth

JOB AND TASK DESCRIPTION

Job Title: Legal Adviser (Oceans and Natural Resources)

Division: Trade, Oceans and Natural Resources Directorate

Grade: F

Reports To: Head, Oceans & Natural Resources Section

General Information

The Trade, Oceans and Natural Resources (TONR) Directorate is one of the three Directorates of the Commonwealth Secretariat. The Directorate brings together work in Trade Policy, Competitiveness, Hub and Spokes and Oceans and Natural Resources. TONR is responsible for delivering on two strategic outcomes:

- Sustainable development of marine and other natural resources, including blue economies.
- Effective policy mechanisms for increased trade, increased access to trade, employment and business growth and

A significant part of the Directorate's work is of a consultancy and advisory nature, delivered through a combination of in-house and external expertise.

Oceans and Natural Resources (ONR)

ONR is responsible for delivering key Commonwealth strategic mandates relating to sustainable oceans and natural resources. It supports the development efforts of member countries through the provision of policy, legal, economic and environmental technical assistance and capacity building in three core programme areas:

- The sustainable development and effective management of natural resources including petroleum, minerals and broader energy sector reform.
- The management of ocean space and resources, including the delimitation of maritime boundaries, the development of ocean governance policies and regulatory regimes.
- The Commonwealth Blue Charter, a Pan-Commonwealth agreement by Heads of Government to work cooperatively on meeting their commitments to sustainable development and conservation of oceans.



Job Summary

An exciting opportunity has arisen in the Oceans and Natural Resources team for a legal adviser with expertise in extractives sector governance. Reporting to the Head of ONR, the post-holder provides legal and policy advice, either individually or as member of a multi-disciplinary ONR Advisory team, to Commonwealth member country Governments either bi-laterally or through multi-lateral projects.

In particular, the post-holder will be responsible for:

- taking direct responsibility for the management of a portfolio of natural resource projects with particular emphasis on mining and petroleum;
- providing legal and policy advice in other areas relevant to the work of ONR including land-based extractives, renewable energy, energy transition, and other maritime activities.

The job involves frequent overseas travel.

Task Description

The post-holder will:

- Provide advice on and assist member countries to formulate policies for the facilitation and regulation of private sector investment in maritime and natural resource sectors, including appropriate legislative, contractual and regulatory frameworks relating to the focus areas by:
 - Conducting reviews of policy, legislation, contracts and other regulatory instruments;
 - Consulting with government officials and stakeholders on pertinent legal and related issues;
 - Preparing written and oral advice and recommendations;
 - Developing and delivering various capacity building initiatives;
 - Drafting legislative instruments including statutes, contracts and instructing and supervising the work of legislative draftspersons contracted by the Secretariat.
- Analyse proposals, recommend negotiating strategies and provide support to member government teams in negotiations with investors involving complex inter-related policy, legal, fiscal and economic issues.
- As project leader, manage project execution by:
 - Defining project parameters in response to official requests for assistance and obtaining project approvals;
 - Managing and reporting on project implementation and monitoring project performance;



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- 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.
- Work with ONR colleagues to develop strategic partnerships and initiatives with multi-lateral and bi-lateral agencies in relation to the focus areas and maintain contacts with senior government officials, investors and other international agencies.
- Contribute to international seminars, conferences and expert group meetings.
- Adhere to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Perform any other duties as may be required from time to time.

Person Specification

Education: A first degree and/or relevant post-graduate degree in Law, with a specialisation in aspects of natural resources, maritime, or public international law.

Experience: Required:

A minimum of ten years of experience at a senior level in the practice of law and implementation of projects related to the extractives sectors.

Demonstrated skills in: legislative drafting, policy, regulation, and/or negotiations relating to extractives industry (petroleum and mining).

Prior experience in: an international context, gained in a government ministry, the private sector or an international organization.

Desirable:

Experience in: the fields of Law of the Sea, renewable energy and other low carbon energy sources, the development and exploitation of seabed minerals.

Experience in: implementing donor-funded technical assistance projects supporting national Governments would also be an advantage.



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
Speaks and writes diplomatically and presents in public fora with charisma Demonstrates professional demeanour and executive presence when meeting stakeholders Respects confidentiality and works to strengthen the trusted advisor status of the Commonwealth Secretariat
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 innovations and opportunities to improve divisional operations/advice and effectively gains buy-in Evaluates impact of innovations and improvement initiatives Remains receptive to and encourages innovative ideas from colleagues Initiates change that will enable programme/team to fulfil objectives in light of changing circumstances



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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

Takes responsibility for participating in personal professional development opportunities that the Secretariat provides

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

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