JOB AND PERSON SPECIFICATION

Job Title: Health Adviser
Division: Health and Education Unit
Grade: F

Reports To: Head of Health and Education Unit

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association’s 53 member governments in advancing democracy, development and respect for diversity.

The Health & Education Unit under the direct supervision of the Deputy Secretary-General (Social and Economic Development) provides closer focus and attention to situations where Commonwealth nations collectively carry high burdens of poverty-related health diseases. The Health Section supports member states through policy analysis and development, regulatory frameworks and systems for strengthening health policies, 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. Under the current Strategic Plan 2013/14 to 2016/17, the Health Section of the Commonwealth Secretariat is focused on the two areas of Universal Health Coverage (UHC) and Non-Communicable Diseases (NCDs).

This role will advance a cross sector approach, including collaborative work with the education section and knowledge hubs. In particular, the role will involve the development of policy tools and frameworks to enable country and regional policy and system strengthening to address NCDs. Additionally, the role will provide technical expertise regarding NCDs and addressing the wider determinants of health in the establishment of the Commonwealth Health Knowledge Hub which is envisaged as a knowledge-sharing facility for the Commonwealth’s health professionals aimed at improving the capacities of member countries through the sharing of knowledge, information and good practices.

A key challenge that countries face is the increasing costs of NCDs, with ageing populations and rising costs of health technologies. Therefore, this role will support the advancement of sustainable and cost-effective approaches for cross-sector policy development, linking with relevant partners and divisions across the Commonwealth Secretariat. To operationalise this, the Commonwealth Secretariat is looking to recruit a Health Adviser to enable suitable national cross-sector policy responses that support Social Development within the context of delivering the Sustainable Development Goals and WHO NCD policy and frameworks.
Job Summary

The Adviser will report to the Head of Health and Education, and will have a role in:

- Contributing to the Health work within a number of key areas led by international health development goals, ensuring that it reflects the mandates and guidance from the Commonwealth Health Ministers Meeting (CHMM) that is held annually, as well as the Commonwealth Advisory Committee for Health that reports to CHMM and builds upon the comparative advantage of the Secretariat. Essential to this work will be strengthening collaboration within the Section and across the Unit, including the education hub, as well as within and beyond the Secretariat.

- Being responsible for taking forward the development of multi-sector policy tools and frameworks, to enable the development of cross-sector national health policies, in particular regarding those on NCDs, and scale up country action and networks. This role will emphasise the relevance of preventing NCDs in delivering the Sustainable Development Goals, including aspects of Social, Economic and Environmental Development. The role will provide technical expertise related to NCDs for communications materials and the knowledge hubs, including on the wider determinants of health, factors influencing behaviours, risk factors and health outcomes.

Task Description

Health Advisory Activities

Working with the other Health and Education Advisers and team members, the Health Adviser will:

- Contribute to and participate in the Commonwealth Advisory Committee for Health and annual Commonwealth Health Ministers Meeting (CHMM) as required;
- Support the Health and Education Unit in applying sustainable development principles across social development objectives for the Commonwealth and enhance the relevance of the role health and education policy play in the delivery of the Sustainable Development Goals, including for economic, social and environmental outcomes;
- Work in collaboration with other colleagues in the Commonwealth Secretariat and beyond to strengthen the relevance of the role of health in promoting sustainable development, including linking the co-benefits of approaches that also prevent NCDs, as well as emphasising the impacts of climate change on health outcomes, including for NCDs.
- Provide guidance and advice on wider public health and health systems approaches, including health protection, disease prevention and health promotion, as well as primary health care, secondary and tertiary health services, in relationship to the development of effective policy tools and advice;
- Co-ordinate economic modelling of health policy options in relationship to the overall balance of services for health protection, disease prevention and health promotion, as well as primary health care, secondary and tertiary health to support the development of sustainable approaches for delivering Universal Health Coverage;
• Initiate and conduct dialogues with member countries and development partners in support of priority health objectives and goals in relationship to addressing NCDs, reflecting the needs of member countries and the Commonwealth Secretariat’s strategic plan;

• Provide and sign-post to resources, evidence based reviews and good practice in policy development, including supporting the knowledge hub in developing a repository of resources, policies and tools on Non-Communicable Diseases across the Commonwealth Countries;

• Facilitate collaborative working between countries and networks across the Commonwealth, including via the health hub, to strengthen policy assessment, development and implementation pertaining to priorities in health needs;

• Plan, contribute to and deliver an effective advocacy and communications strategy and approaches on mandated areas, ensuring coherence of the Commonwealth Communications, values and principles and strategic plan and 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, units within the Commonwealth Secretariat, especially with the knowledge hubs, the education section, youth division, communications division and partnerships;

• Supervise Young Professional Officers and those on training placements for the health section;

• Contribute to the work-planning process and monitor, evaluate, and report periodically on the assigned health programmes and their impact.

• Apply evidence based approaches to the development of policy advice, tools, frameworks and publications, covering the range of cross-sector, health promotion and preventive approaches (primary, secondary and tertiary), clarifying the roles of different sectors in promoting sustainable well-being;

• Lead on the development of tools and frameworks that support countries in developing cost-effective and sustainable approaches, for developing and delivering cross-sector policies to address the wider determinants of health in relationship to the SDG’s;

• Participate in Health and Education Unit collective activities and collaborative initiatives. Promote team-building; contribute to systems development; ensure conformity and compatibility with agreed system norms and guidelines; share information on initiatives;

Specialised Activities

The Health Adviser will be the focal point for the development and maintenance of the Secretariat’s current mandated work on Non-Communicable Diseases. In this capacity, the Health Adviser will:

• Contribute to establishing and monitoring indicators related to NCDs to enhance the impact and relevance of the Commonwealth Secretariat, providing country and regional updates on the status of NCDs and for cross-sector NCD policy development in relationship to the 2015 Sustainable Development Goals;

• Support member governments and other partners to develop joint programmes through technical policy support, project design, consultations, research, needs and situational analysis in relationship to NCD policies and frameworks;

• Access and disseminate information for the Secretariat on emerging issues, in relationship to the prevention of NCDs, providing advocacy and thought leadership within the Commonwealth and globally, including commissioning and supervising research
activities to inform evidence-based health policy advice on NCDs;

- Provide policy advice and develop publications on NCDs, including addressing inequalities and the wider determinants of health, (economic, social and environmental), as well as addressing factors influencing behaviours across the life-course (eg mental health and violence), through to behaviours directly linked to NCDs and their health outcomes;
- In collaboration with the Education Section, lead on the development of a health literacy curriculum that is relevant to the delivery of the sustainable development goals as well as guidance on comprehensive healthy school settings in relationship to educational policy frameworks;
- Develop tools, frameworks and training materials to support capacity building in countries; supporting the development of networks and regional collaborative approaches, mentoring and twinning in order to scale up capacity to address NCDs; contribute to educational curriculum tools and workforce planning frameworks to mainstream addressing NCDs and their wider determinants across health and education;
- Work collaboratively across the Health and Education Unit and Commonwealth Secretariat in developing policy frameworks, tools and communications materials that are relevant to addressing NCDs, including the wider determinants of health, in particular in relationship to Universal Health Coverage and the knowledge hubs;
- To identify and strengthen partnership arrangements with existing commonwealth partners, other health organisations, non-government organisations and foundations to support the work on NCD policy strengthening and ensure longer term engagement and sustainability;
- Advise the Head of Health and Education on cutting edge issues of concern regarding NCDs, including addressing inequalities, the wider determinants of health and factors influencing behaviours; participates as a specialist in assignments and events addressing them, in consultation with the Head of Health and Education.

Other Activities

- Adhere to the principles in the Commonwealth Charter, including the Gender Equality values of the Commonwealth as enshrined in the Charter and the Secretariat’s Gender Equality Policy;
- Assist the Head of Health and Education Unit with other duties as may from time to time be assigned or delegated.

Person Specification

Qualifications and Experience

- Post Graduate university degree in Public Health, Development or related subject.
- At least 7-10 years’ practical experience in the health and development field as a planner, policy maker or researcher, preferably with experience in a developing country setting or working with countries in transition;
- Experience of effective networking, collaborative working with partners in a cross-sector environment and the facilitation of professional groups.
- Experience on NCDs and the wider determinants of health, including addressing inequalities, social, economic and environmental determinants within the context of sustainable development.
- Experience in factors affecting behaviours (eg mental health and violence) as well as NCD related behaviours and health outcomes, covering primary, secondary and tertiary
prevention as well as promoting health and well-being.

- Experience in health systems strengthening and cross sector policy development, including assessing need, evidence and capacity reviews to identify priorities and develop strategies and action plans.
- Experience in public health advocacy and communications, and in collaborative approaches with partners and cross-sector working to achieve environmental and behavior changes that benefit health.
- Experience in conducting evidence based reviews, publications, policy briefs, summaries and in undertaking economic analysis.
- Experience in policy analysis, policy development and policy implementation.
- Experience of working for, or within the government sector, donor agencies, Multilateral or Intergovernmental Organisations, on policy and planning.

Applicants should be able to demonstrate:

- Thorough knowledge of the key concerns and challenges facing health planners and policy makers in the Commonwealth countries. A sound knowledge of health systems, global health policy issues and current development issues and trends in health particularly as they relate to the achievement of the 2015 health and related Sustainable Development Goals in the Commonwealth.
- Experience of capacity building for cross-sector policy related to NCDs and the role that health plays in improving educational, social, environmental and economic outcomes.
- A proven track record of delivering high-quality results through analysis of needs, designing, and implementing results based management programmes, especially in health and development.
- Excellent verbal and written communication skills in English, including the ability to write briefs and reports and make public presentations.
- Effective interpersonal, and negotiation skills, including the ability to act in a representational capacity with ministers and senior officials.
- Good and effective IT skills with the ability to apply innovative approaches in ICT to knowledge management, communication, and to strengthen networks and collaboration.

Competencies

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<th>Working with Others</th>
<th>Respect for Diversity</th>
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<td>Promotes team work and removes barriers to effective team working</td>
<td>Works effectively with people from all backgrounds.</td>
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<td>Provides advice and guidance for others sensitively and where appropriate</td>
<td>Treats all people with dignity and respect. Treats men and women equally.</td>
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<td>Establishes ownership for relevant activities from the outset</td>
<td>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</td>
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<td>Manages expectations of member states e.g. to ensure the alignment of what is requested and what Commonwealth Secretariat can offer</td>
<td>Demonstrates an ability to negotiate with and influence senior colleagues and contacts</td>
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<td>Proactively liaises with other divisions, partners &amp; third parties</td>
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Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group. Changes systems and processes when biases are identified

### Interpersonal

**Communication**
Guides others in most appropriate style and content of communication to others
Provides constructive feedback to team members and colleagues with confidence and sensitivity

**Leadership and Development**
Presests credible information confidently
Writes reports and papers that are succinct accounts of key information

### Managing Resources
Plans and manages activity spend accurately against budget
Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner
Effectively motivates team e.g. by recognising and promoting team and individual contribution inter alia
Drives forward results of others
Takes ownership for team wellbeing

### Decision Making
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.

### Planning and Analysis
Schedules activities according to deadlines and importance
Liaises with various parties in diverse locations to organise activities
Agrees new timescales when faced with competing activities
Balances a focus on detail with a broader perspective
Effectively interprets inquiries and quickly identifies elements that do and do not fall within their remit, dealing with them appropriately

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**August 2015**