JOB AND PERSON SPECIFICATION

Job title: Climate Change Research and Policy Officer
Division: Economic Youth and Sustainable Development
Grade: J
Reports to: Adviser, Climate Change

General Information

The Economic Youth and Sustainable Development Directorate is responsible for the Secretariat’s programmes on national and international development issues and strengthening the resilience of member countries to the impacts of climate change. It plays a key role in helping to identify solutions to the social, economic and climatic problems affecting Commonwealth countries; achieving an international consensus on these solutions; and providing advice to governments on policy development.

The Climate Change Section focuses on strengthening the resilience of Commonwealth countries to the negative impacts of climate change. It provides technical assistance and capacity development support to member countries to access all sources of climate finance and undertake inclusive action in a synergistic manner across the three Rio Conventions on climate change, biodiversity and combating land degradation and desertification. The Section also plays an advocacy role, influencing international climate finance related policies, mechanisms and rules to be more responsive to the needs of climate change vulnerable countries. The Climate Change Section delivers the Commonwealth Climate Change Programme and in doing so, emphasis is placed on providing demand driven long term technical assistance and capacity building to member states, country ownership and sustainability, evidence-based climate action, mainstreaming of youth and gender considerations in climate action and knowledge management.

Job Summary

Reporting to the Advisers and working closely with Head of Section, Climate Change, the Climate Change Officer will be responsible for supporting the provision of technical, policy and programming implementation support and capacity development services pertaining to Climate Change and within the climate change programme.

The post holder will be required to:

- Provide technical support to the Commonwealth Climate Change Programme, which includes the Commonwealth Climate Finance Access Hub (CCFAH), the Commonwealth Call to Action on Living Lands and sub-workstreams to mainstream youth and gender, along health and other thematic related support.
- Contributes towards, coordinate and in select cases lead the development and provision of appropriate technical assistance support under the remit of the
Commonwealth Climate Change Programme to support Commonwealth climate change vulnerable countries to implement their priority adaptation and mitigation measures.

- Contribute to provision of policy advice to member states to implement the three Rio Conventions - the United Nations Framework Convention on Climate Change (UNFCCC), Convention on Biological Diversity (UNCBD) and Convention to Combat Desertification (UNCCD)
- Undertakes research and analysis for policy briefs and contributes towards project proposals and recommendations to support the strategic support provided by the Climate Change Section to member states and other technical assistance programmes within the Commonwealth Secretariat.
- Contributes towards preparation of various written outputs, including briefings, Commonwealth policy position papers, background papers, sections of reports and studies, and inputs to Climate Change Section publications arising from the Commonwealth Climate Change Programme.
- Provides support for development and organisation of expert meetings and policy dialogues; to inform member governments and target institutions as well as supports high-level Commonwealth dialogues on issues related to climate change and climate finance.
- Contribute to knowledge management including generation and dissemination - support the development of knowledge and learning products such as discussion papers, toolkits, manuals and guidelines, alongside supporting the organisation of experience sharing webinars and technical sessions.
- Contributes to the enhancement of the Commonwealth Secretariat's visibility and raise public awareness of the Commonwealth Secretariat’s work at national, regional and international scale.
- Contributes to the preparation of work plans and budgets, management of projects as well as monitoring and reporting on budget/programme performance in the context of results-based management.
- Perform any other duties that may be required from time to time.

**Person Specification**

**Education**

- A first degree in Climate Change, Environmental Studies, Natural Resources Management, International Development or closely related field.
- Specialisation in environmental sciences.

**Desirable:**

- Advanced University Degree in one or more of the above disciplines.
- Prior experience working in a multilateral policy-related environment with a focus on climate finance and international climate governance.

**Experience:**

- At least 5 years of relevant experience in climate change, climate finance and environment related issues in the context of a government, regional and international institutions.
• Experience supporting technical assistance programmes, conducting research, analysis, policy development and resource mobilisation.
• Strong writing skills including in preparation of quality concept notes, papers and reports on climate change, climate finance and sustainable development issues.
• Strong technical and science-based understanding of the linkages between environment, climate change and development.
• Experience engaging and working with a range of stakeholders to deliver climate change programmes and projects.
• Ability to take initiative and ownership and proactively work independently, under pressure and under time constraints with good attention to detail Good IT skills, including email, Word, PowerPoint, Excel etc.
• Strong interpersonal and communication skills.
• In addition, all staff appointed to the Secretariat are expected to meet the core requirement of working effectively and sensitively in a multicultural environment.

**Competencies:**

**Working with Others**

Regularly shares information of value with colleagues.

Shows commitment to delivering on key agreements made to colleagues Makes an effort to view a situation from the other party’s perspective as well Demonstrates awareness and sensitivity to colleagues' pressures.

Utilises networks to ensure similar goals are achieved collaboratively.

Develops long term relationships across cultures and/or geographical boundaries Uses relationships to identify the best people to help in the completion of tasks Tactfully deals with difficult people to gain buy-in and manage their expectations.

**Communication**

Interacts and communicates effectively with internal/external contacts Ensures information is communicated to all the appropriate people.

Provides feedback to more senior colleagues effectively, providing justification where necessary Uses the correct method of communication, depending on the message and the audience Anticipates objections in dialogues and prepares convincing responses.

Delivers difficult messages with tact and sensitivity.

**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.

**Developing & Applying Expertise**

Takes advantage of opportunities to develop an area of expertise.
Takes learning from previous experience and applies them appropriately. Demonstrates willingness to learn new skills and/or approaches.

**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.
- Examines own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.
- Identifies biases in systems & processes.

**Accountability**

- Takes ownership of assigned tasks, honours deadlines.
- Ensures timely delivery of outputs within defined cost and quality standard parameters.

**Adapting and Innovating**

- Recognises opportunities for improvement and proposes change with impact and effect.
- Helps others evaluate and strengthen ideas.
- Quickly grasps new concepts and how to apply them.
- Demonstrates flexibility e.g., by working beyond own remit to achieve an objective inter alia.
- Will effectively reorganise activities when faced with changing contexts and demands.
- Welcomes and adapts to new ideas and/or approaches.
- Adapts personal style to meet needs of others.