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**JOB DESCRIPTION**

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| **Job Title:** Environmental sustainability Coordinator  **Work unit:** Climate Change and Environmental Sustainability Programme (CCES)  **Location**: SPC Headquarters  **Reporting to: Responsible to:** Director CCES  **Responsible for:** 0  **Purpose of role:** to coordinate the implementation of SPC **Social and Environmental Responsibility** policy at corporate and programming levels, aiming to avoid, reduce or compensate for negative effects of SPC project activities for overall improved sustainability.  **Date:** July 2020 |
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| **Organisational Context and Organisation Chart** |

As part of SPC’s 2012-2016 Climate Change Engagement Strategy, the organization has committed to establishing a greenhouse gas (GHG) emissions inventory and to implementing measures to reduce its GHG footprint. This was further underscored in the 2017-2022 Climate Change Framework.

Given the magnitude of the climate change and energy program support that SPC provides to member countries, it is important that SPC be seen to lead by example and to ‘practice what it preaches’. The successive strategies provide an opportunity to demonstrate the benefits to simultaneously reduce greenhouse gas emissions and provide financial benefits.

The process for mainstreaming environmental sustainability and Climate change started in 2014 with the program Support Unit. As part of the 2015-2020 SPC climate change strategy, in the context of seeking accreditation to the Green Climate Funds in 2017, a Social and Environmental Responsibility policy has been designed and adopted in early April 2018 to strengthen social and environmental responsibility along three major pillars: 1/ people, 2/ operations and 3/programmes. The policy implementation is operational and its coordination is currently conducted by the Environmental Sustainability Coordinator.

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Environmental Sustainability practice group in divisions

Environment sustainability Coordinator

Project coordinators

Director CCES

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| **Key Result Areas (KRAs):** |

The position of environmental sustainability coordinator works in close collaboration with all OMD sections to promote, and mainstream within SPC corporate teams and activities SPC environmental and social safeguards. As a cross-cutting position , the ES coordinator works as well in partnership with RRRT and SDP, in collaboration with the Strategic Planning and Learning team, the Programming Support Unit team and with all SPC technical divisions to strengthen the development of socially and environmentally resilient programmes and projects. Finally it works with SPC partner organization, including regional and national partners, to promote such practices within their own operations.

***The performance requirements of the Key Result Areas are broadly described below***

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **KRA1 – Leadership and coordination of SPC Social and environmental policy through SER Action Plan implementation (40%)** | |
| **1. People pillar of SER Action Plan (staff)**   * Collaborate with OMD sections over the mainstreaming of social and environmental sustainability inclusion. This task is carried out with the Human Resources and the Staff Representative Committee for the continued assessment and progress of staff wellbeing. * Participate in Gender Mainstreaming Committee in order to ensure compatibility and synergies across the People Centered Approach and SER policy. * In collaboration with the appropriate SPC sections, promote implementation of practical actions to respond to surveys and suggestions and improve staff wellbeing. This may involve design of activities, fundraising, intra-SPC collaboration, negotiations, and coordination of actions.   **2. Operations pillar of SER Action Plan (corporate)**   * SPC yearly emissions tracked, yearly evolution monitored and analyzed * Coordinate and facilitate, in collaboration with OMD sections, the conduct of energy savings measures and audits and, promote and lead the implementation of cost effective measures for emissions reduction, such as solar panels at SPC Noumea headquarters: feasibility study, developing funding proposals, and oversight of contractors’ work. * Engage change in SPC corporate activities: Lead the review of OMD policies and corporate procedures to mainstream environmental responsibility along international certification standards (ISO 26 000). * Coordinate and supervise SPC carbon neutrality fund in partnership with divisions’ focal points and Senior Leadership. * Advising over carbon compensation opportunities for residual emission. Facilitate the offset process internally for residual core emissions   **3. Programme pillar of SER Action Plan** Develop and operationalize the SER policy action plan for projects and programmes   * Advise divisions on the assessment and management of environmental and social risks and impacts within project activities using SER/PCA screening process * Lead the full deployment of the policy at SPC level starting 2019, coordinate the screening process for the SER of each new project using SPC SER/PCA helpdesk tool. * Coordinate the Environmental and Social responsibility policy implementation with particular focus on Green Climate Fund projects (through contracting and supervision of consultants, or coordinating in house expertise) whether as project lead or delivery partner. | * The engagement survey monitors staff wellbeing * Staff wellbeing conditions and indicators are defined and monitored through time and reported into SPC results report * effective actions are conducted to improve staff well being within all SPC offices * An annual GHG emissions inventory is prepared and included into SPC’s annual report documenting progress towards achieving SPC’s emissions reduction target * Recommendations from Suva and Noumea energy audits are formulated to upgrade facilities and reduce GHG emissions through appropriate technologies * SPC policies fully embody the organisation’s engagement in climate resilience * Environmental and social safeguards are in place in all relevant SPC policies * Headquarters are equipped with Photo voltaic system * Executive is presented annually with new emission reduction options for SPC offices * An automated levy system for travel related emissions is developed to feed into the carbon neutrality fund. * Lessons learnt and experience are analysed to iteratively refine the process for implementation and adjust the policy * divisions acknowledge the added value of the SER policy implementation for sustainability and quality purpose * CCES work and contribution is recognized and divisions’ projects are screened for Social and Environmental risks. Mitigation measures are adopted on a routine basis for all SPC projects related risks. |
| **KRA 2: Knowledge management and communication of SER (30%)** | |
| * Supervise interns and assistant in the development of communication materials outlining sound social and environmental responsibility practices; broad dissemination of material across (and outside) SPC: video, poster etc. * Design and update the SER intranet page, for SPC staff to be able to directly implement the SER policy through their project using straightforward procedures. * Develop in collaboration with communication section the SER webpage for external audience and grievance mechanisms * Establish and manage the SPC SER practice group: strengthen divisional capacity in social and environmental safeguards. * Design and deliver SER training (preferably through web tutorials) in collaboration with service providers, international organisations leader in that field and SPC SPL learning network * Develop Environmental sustainable actions across SPC for raising awareness and team building | * High quality communication products are designed and disseminated/ SPC Social and Environmental Responsibility webpage or other communication tool established to value SER/PCA mainstreaming within SPC activities * knowledge products are developed to highlight CCES contribution to SER progression at institutional and regional level * SER focal points are identified within each division, capacitated and able to contribute to the SER Practice Group sharing lessons, tools and practices * Staff are continually trained on the environmental management system: feedbacks are collated and actions designed based on staff contribution * ‘Green tip of the week’ developed and posted on a routine basis to provide staff with relevant information for enhancing environmental and social safeguards. |
| **KRA 3: Development of the programme’s partnerships and outreach activities as per the CCES strategic plan (20%)** | |
| * Renew and entertain partnerships with national and International organisations: specifically in the field of environmental responsibility for CROPs and development organisations as well as national institutions and partners. * Contribute to CCES participation in major events and meetings. * Green Climate Fund Accreditation: support to CCES director and Climate Finance Unit in the relationship with the GCF, completion of accreditation modalities and identification of social and environmental safeguards in the development of a pipeline of GCF concepts. * Review divisional business plans to promote insertion of environmental and social responsibility component * Lead the review of SPC corporate strategic plan to reflect the implementation of the SER policy | * Opportunities are assessed and initiatives designed for partnership with international and regional organisations (eg. CROPs, CTCN, UNITAR, etc.) * All divisions business plans/ SPC Corporate Strategic plan and projects include a strong Social and Environmental responsibility component |
| **KRA 4: Programme/project development – resource mobilization (10%)** | |
| * Supporting project and programme development and fundraising to strengthen Environmental Sustainability at regional level * Identify fundraising opportunities to finance SER implementation at SPC | * CROPs and regional development agencies partner with SPC for the development and implementation of environmental sustainability measures |

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Most Challenging Duties Typically Undertaken (Complexity):** |

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| Social and environmental responsibility policy implementation:   * Ensuring SPC staff adhere to the SPC SER policy implementation: capacity building initiatives to build staff knowledge and skills and change behaviour towards building a strong environmentally and socially responsible SPC. * Coordinating a wide range of stakeholders to ensuring the appropriate implementation and monitoring/evaluation of the policy at corporate and programme level. * Providing high quality and convincing briefing, corporate communications and donors reports. * Designing and carrying out processes towards ensuring that the whole of SPC programmes and projects of assistance are environmentally and socially responsible: management of multiple tasks based on inputs across divisions. * Collaborating with CROP+ agencies towards the strengthening of environmental and social responsibility at a regional level: identification of a network and regional opportunities. * Managing a cross-organisation practice group.   Other responsibilities:   * Managing a diverse range of tasks. * promptly responding to multiple, ad-hoc and often urgent requests for advice, prioritize. |

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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**  Consultants and technical experts  CROPs / regional partners/local institutional partners  National / international Media  PICTs government /local authorities International offset brokerPartner technical organizationDonor partners and funding agencies | * Recruitment and oversight of technical assistance * Collaboration with other CROP+ for the design of social and environmental responsibility measures * Speaking opportunities and presentation of SPC SER policy and actions * Promotion of SPC SER actions through written and oral communications with the media * Preparation and submission of project proposals and concept notes |
| **Internal**  Divisions directors  SPC staff  SPC executive  SPC teams OMD : HR/ICT/Finances | * Providing Strategic and technical advice to executives * Facilitating information exchange * Leading and supervising the implementation of the SER Action Plan * Delivery of training over SER /facilitation of workshops * management of the SER Practice group * Gaining cooperation, negotiating and influencing uptake of SER |

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| Level of Delegation: |

The position holder

* Does manage the carbon neutrality fund
* Routine Expenditure Budget: *0*
* Budget Sign off Authority without requiring approval from direct supervisor: *0*

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| **Personal Specification:** |

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

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| Essential: | Desirable: |
| A Master Degree (or equivalent) in a field relevant to the position (environmental management, energy, engineering, international development, public policy) | Project Management skills (management of people, finance, partners, outputs and results). |

**Knowledge/Experience**

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| Essential: | Desirable: |
| * Ten years’ experience in environmental sustainability management including research, analysis and reporting in public sector or development organization * Prior experience in implementing Social and Environmental responsibility and emission reduction strategy (at the individual organizational entity level), including quantification and documentation procedures * Prior experience in leading and managing projects in a regional or international institutional setting. * Proven track record in organizing and facilitating workshops and seminars, preferably in the Pacific region * Excellent interpersonal skills in the multicultural environment of the Pacific Islands. * Excellent drafting and writing skills including for a variety of reports and audiences * Excellent French and English communication skills (oral and written). * A proactive and positive team player able to work effectively in a multicultural environment, with great initiative, willing to lend a hand in a broad range of tasks to support the CCES team in achieving their goals * Demonstrated competence in being well organized, works effectively under minimal supervision, able to multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support. | * Work experience in the Pacific Islands region especially within regional organizations * Experience with stakeholder participatory and consultation approaches * Skilled in quantitative and qualitative research methods and data analysis * Financial budget preparation and reporting skills |

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Excellent communication and methodology to inspire division to take ownership on social and environmental responsibility (capacity building and mentoring); and for programme to integrate SER as a compulsory criteria. * Networking abilities with regional development partners. * Influencing and relationship building skills * Innovation and analytical skills- results oriented problem solving |
| Advanced level | * Decision-making skills * Coordination and liaison skills * Writing for a variety of audiences, e.g. donor reports, policies, feature articles, funding proposals * Relationship/staff management, communication and interpersonal skills: within CCES, with Divisional management and staff, and externally with development institutional partners |
| Working knowledge | * Cooperation, collaboration with others and within own team * Quantitative and qualitative research methods and data analysis * Financial budgeting and reporting |
| Awareness | * Ability to deal with confidential information in a professional manner |

**Key Behaviours**

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* + Commitment/ Accountability
  + Professional/Technical Expertise
  + Teamwork
  + Customer Focus
  + Effective Communications & Relationships
  + Leadership

**Personal Attributes**

* + High level of professional integrity and ethics
  + Friendly demeanor
  + Demonstrated high level commitment to customer service

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| **Change to Job Description:** |

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.