

**JOB DESCRIPTION**

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| **Job Title:** | **Programme Manager – Pacific Fisheries Leadership Programme (PFLP)** |
| **Work Unit:****Location:** | **FAME (Fisheries, Aquaculture and Marine Ecosystems) Director’s Office** Noumea, New Caledonia (preferable). Consideration may also be given to the position being based in Suva, Fiji. |
| **Responsible To:**  | Team Leader - Planning, Monitoring, Evaluation and Learning (FAME)Note: for day-to-day work related to PFLP, this position works to the PFLP Team Leader who is externally contracted. |
| **Responsible For:**  | No direct reports. The position may manage interns and people who work part-time for the program but report to other supervisors (e.g., part-time administration roles) |
| **Job Purpose:** | Responsible for the day-to-day management of PFLP, including the implementation of all the key elements, liaising with all stakeholders, and regular engagement with all participants. This position will work closely with the PFLP Team Leader, who will provide Strategic oversight of the PFLP. The PFLP Team Leader’s focus will be predominantly on specialised technical leadership, faculty coordination, and ensuring collaboration between the PFLP consortium partners. The Team Leader will be based in Australia and work part-time on the programme. There will be opportunities for the Programme Manager to take on further strategic and management responsibilities of the programme as it progresses. The Programme Manager will work with the Team leader in engaging other SPC staff and managing PFLP partners and subcontractors. |
| **Date:**  |  January 2021 |

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| **Organisation Context:** |

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| **Key Result Areas:** |

The position of **Programme Manager – Pacific Fisheries Leadership Programme (PFLP)** encompasses the following major functions or Key Result Areas:

1. Provide practical day-to-day management of the full range of activities, components, logistics and stakeholders of the programme.
2. Provide efficient financial support including budget management of activities and financial management of consortium members to ensure the delivery of activities and intended outcomes of the work plan.
3. Represent and promote the programme and liaise effectively and closely with all stakeholders of the programme to build trust and confidence, including regular engagement with participants, fisheries agencies, hosting organisations, training venues, consortium members and the donor partner (New Zealand Ministry of Foreign Affairs and Trade).
4. Support communication and overall oversight of monitoring, evaluation, learning and adaptation in the programme, including regularly compiling MEL information for implementing partners, writing reports as required by SPC and donors and disseminating knowledge and information through appropriate media channels.

***The requirements in the above Key Result Areas are broadly identified below.***

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| * **Provide practical day-to-day management of the full range of activities, components, logistics and stakeholders of the Programme (PFLP).**
	+ Support the PFLP Team Leader to coordinate the programme, including regular open and active communication
	+ Establish and maintain internal protocols on information and document management, risk management, training and development and other consortium and team management processes. This includes PFLP project management and CRM software packages.
	+ Liaise with and build strong working relationships with administrative support areas in SPC
	+ Plan logistics for all workshops and events from start to finish, according to requirements, objectives and intended impact on the target audience
	+ Coordinate all aspects of meetings and workshops (for example, promotion, venue, catering, signage and displays, travel, teleconference, audio visual equipment, interpretation, printing). This includes facilitating the technical elements of virtual workshops (e.g. Zoom) and the PFLP Platform (e.g. Howspace.
	+ Ensure, with likely support of part-time administration staff, the smooth running of all aspects of the PFLP and office.
 | * + Internal processes, protocols and management processes are working effectively and PFLP is operating efficiently.
	+ They have developed skills in project management and CRM software chosen to manage PFLP and overseen the programme’s management using these systems.
	+ They are active in building and modelling a positive ‘can do’ culture in PFLP to reflect the learning and framework that takes place in the programme.
	+ They have constructive working relationships and consistent communication and information flows between the PFLP team, other stakeholders and relevant areas of SPC.
	+ Meetings, events and workshops are effective with continued improvement during the life of the programme.
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| * + **Provide efficient financial support including budget management of activities and financial management of consortium members to ensure the delivery of activities and intended outcomes of the work plan.**
	+ Manage the PFLP budget including providing regular monthly summaries to the Team Leader.
	+ Ensuring compliance with all relevant SPC finance and procurement policies and practice.
	+ Manage payment and expenses relating to PFLP consortium members.
	+ Oversee travel arrangements and process acquittals for PFLP staff, consultants and others, ensuring compliance with the SPC Travel Policy and Travel Management.
	+ Prepare budgets and financial reports for the Steering Committee and for annual MFAT reporting.
	+ Support the PFLP Team Leader in thinking strategically about the budget, including adapting it to evolving PFLP requirements and managing exchange rate and other fluctuations in expenditure.
 | * The budget is clearly understood and managed by the post-holder and monthly updates are provided to the PFLP Team Leader, and, regular updates are provided to the PMEL Team Leader (FAME).
* Payments and expenses are managed in a timely fashion.
* SPC financial policies and procedures are complied with.
* Required reports are provided in appropriate formats and on schedule.
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| * **Represent and promote the Programme and liaise effectively and closely with all stakeholders of the programme to build trust and confidence including regular engagement with participants, fisheries agencies, hosting organisations, training venues, consortium members and the donor-partner (NZ MFAT).**
	+ Liaise with all members of the managing Consortium, SPC FAME, and MFAT on a regular basis including coordinating meetings and regular updates.
	+ Engage with all participants in the programme as the main point of regular contact.
	+ Mange relationships with service providers such as workshop venues etc. to ensure good value for money and fit for purpose service.
	+ Develop opportunities and relationships for workplace attachments and learning experiences.
 | With support from the PFLP Team Leader * + The key stakeholders understand and support PFLP
	+ Relationships with stakeholders, suppliers, workplaces and participants are sufficiently robust that difficult issues can be discussed without threatening the relationships
	+ The relationship management aspects of PFLP is recognised as of high quality
	+ CRM is used effectively to monitor and analyze the relationships
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| * **Support communication and overall oversight of monitoring, evaluation, learning and adaptation in the Programme including regularly compiling MEL information for implementing partners, writing** **reports as required by SPC and Donors and disseminating knowledge and information through appropriate media.**
	+ Utilise MEL information being generated within the Programme to compile regular updates for consortium partners to inform ongoing learning and adaptation within the Programme
	+ Drafting and transmitting correspondence (official/unofficial) for both internal and external communication.
	+ Work closely with the FAME Communications Officer, as well as the SPC Communications team where required on formal communications.
	+ Regularly use social media to promote the programme and disseminate relevant and purposeful communication.
	+ Develop learning and performance stories and reports for the SPC learning and results reporting process
	+ Develop reports and communications for the Steering Committee, stakeholders, Conferences and MFAT.
	+ Support the PFLP Team Leader in developing MEL processes and approaches relevant to adaptive management and work closely with MEL Advisers in SPL and FAME and in the Consortium to produce quality knowledge products.
 | With support from the PFLP Team Leader * They are regularly communicating on social media in an effective manner
* Oversight in the generation of clear evidence to inform programme adaptation
* Official correspondence is drafted
* SPC learning and results reporting, and other MEL requirements are met
* Reports are delivered on time
* There is a good sense of progress in the MEL area on this programme.
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**Note**

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

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| **Work Complexity:** |

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| Most challenging duties typically undertaken:* High workloads requiring multi-tasking in an often intense environment for time and attention
* Communicating effectively to ensure appropriate support for areas of responsibility from internal and external partners, in particular the consortium membership, SPC stakeholders and participants
* Ensuring the successful delivery of all logistical, administrative and communications arrangements relevant to the successful effective delivery of PFLP.
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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* PFLP Team Leader *consultant*
* Consortium members – FFA, UQ, People Focus, CLA, Allan Woodside
* Participants
* Fisheries agencies across the Pacific
* Organisations for work placements
* Steering Committee
* MFAT
* Venues and Suppliers
 | * One-to-one engagement
* Regular work contact
* Information sharing
* Logistics and event management
* Administrative and procurement work
* Negotiation
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| Internal* FAME Director and Team Leader, PMEL and MEL Adviser
* Other team members within FAME including the Communications Officer and Interns
* Other corporate relationships (SPL, OMD)
* SPC-wide project management and MEL staff and focal points
 | * Information sharing
* Liaising, facilitating and arranging financial, administrative and travel items
* Organising workshops and meetings, including Financial, administrative and procurement work
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| **Level of Delegation:** |

The position holder:

* Supports the management of PFLP budget - *routine expenditure budget: 7.2 million NZD*

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| **Person 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:  |
| * Degree in Development/Business Administration/Finance/Event Management/Evaluation or equivalent work experience that is both relevant and current
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**Knowledge / Experience**

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| Essential:  | Desirable:  |
| * At least 5 years-experience in a related field of work, for example, in programme or project management, business administration/Monitoring and Evaluation or event management
* Demonstrated experience managing budgets with a good understanding of performance and planning processes
* Demonstrated capacity to efficiently and effectively organise high level meetings and workshops
* Monitoring Evaluation and Learning Experience and familiarity with key principles
* Demonstrated understanding and experience in the aid and international development sector in the Pacific
* Exceptional communication skills, including excellent written and spoken English and the ability mobilise and engage people
* Demonstrated capacity to work with people from different technical skills and cultural backgrounds
* Significant Pacific experience.
 | * Understanding and experience of applying Monitoring, Evaluation and Learning approaches in Adaptive Management projects
* Familiarity or experience in working in fisheries, science or natural resource management
* Strong analytical and problem solving skills
* Experience in facilitating workplace attachments or similar
* Working knowledge of French
* National of a Pacific Island country or territory.
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**Key Skills /Attributes / Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level (note, some will not be expected on commencement):

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| Expert level | * Project management skills
* Budget and administration skills
* Microsoft Office suite
* Organisational skills
* People skills, emotional intelligence
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| Advanced level | * SPC policies and procedures
* Customer Relationship Management Skills
* Workshop planning
* Online platforms (such as Zoom) and PFLP Project Management software
* Monitoring, Evaluation and Learning applied to Adaptive Management
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| Working Knowledge | * Familiarity with key technical terms relevant to the fisheries sector
* Workplace attachments
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| Awareness | * French
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###### Key Behaviours

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

* Change and Innovation
* Interpersonal Skills
* Teamwork
* Promotion of Equity and Equality
* Judgement
* Building Individual Capacity

## **Personal Attributes**

* Demonstrates cultural and gender sensitivity
* Ability to think and act on initiative
* Strong client orientation and continuous improvement mindset
* Highly motivated and strong affinity to teamwork
* Analytical and smart thinking – solutions oriented
* High work standards, good work ethic and positive attitude to work
* Proactive with creative ability to meet deadlines, achieve objectives and master new material quickly
* Performs well under pressure and strongly committed to work
* Positive attitude, excellent interpersonal skills, well organised, dependable and honest

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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 our work environment – including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

Manager/Supervisor Date

Employee Date