



Pacific
Community
Communauté
du Pacifique

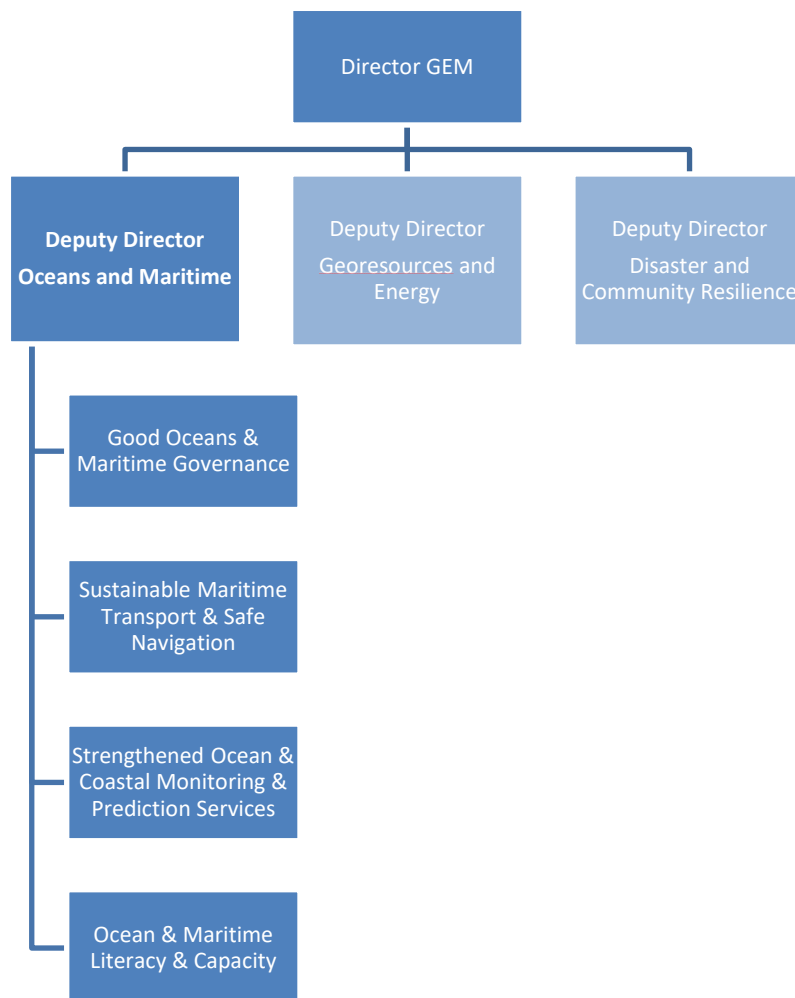
JOB DESCRIPTION

Job Title:	Deputy Director – Oceans and Maritime
Work Unit:	Oceans and Maritime
Responsible To:	Director GEM
Responsible For:	Oceans and Maritime – No. of Reports 32
Job Purpose:	<p>The position will oversee the people and technical programmes within the functional area of scientific programming, and drive the delivery of sustainable development outcomes across: Oceans and Maritime Governance, Maritime Transport and Navigation, Ocean and Coastal Monitoring and Prediction, and Ocean and Maritime Literacy and Capacity. This role will work closely with the Deputy Director – Georesources and Energy, and the Deputy Director – Disaster and Community Resilience, to support the integrated programming approach to achieve successful sustainable development outcomes. This role will also work closely with other CROP partners (particularly PIFS/OPOC, SPREP, FFA & USP) and the international ocean science community as a representative of the organisation and the Pacific region more broadly.</p>
Date:	Aug 2020

Organisation Context:

A key part of the senior leadership team, the Deputy Director provides both people and technical leadership for the Oceans and Maritime Function with a focus on building the science based strengths and capacity of SPC to better position itself to access development funding. The Deputy Director will facilitate and operationally support a more integrated programming approach to provide increased agility to respond to changing PICT and Donor requirements.

The Deputy Director – Oceans and Maritime will provide support/technical oversight to the Director in achieving the strategic objectives of the division within the wider organisational context.



Key Result Areas:

The position of **Deputy Director – Oceans and Maritime** will encompass the following Key Result Areas:

Jobholder is accountable for	<i>Jobholder is successful when</i>
KRA 1: Leadership and Management	
<p>Provide people leadership, engagement and operational guidance to contribute to the effective delivery of all projects within the technical programme.</p> <p>Design, implement and effectively deliver annual work plans and work plan reports for Scientific area within budget and in accordance with established KPI's.</p> <p>Develop guidance tools such as communities of practise, participatory workshops, learning events, templates, to enhance the project management capacity of the technical programme.</p> <p>Provide supervision of project level reporting and reviews to ensure Programme/project activities and budgets are executed in accordance with contractual requirements and approved budgets.</p> <p>Resolve operational and/or technical problems ensuring that monitoring, evaluation and learning (MEL) activities and methods and are incorporated into project implementation and service delivery. Ensure that audit, risk and procurement management are effectively managed.</p> <p>Work with Director and Deputy Directors to ensure lessons learned from previous projects inform the plans of new projects/activities.</p> <p>Support and develop Scientific staff through individual annual work plans, linked to the strategic outputs of the division.</p> <p>Conduct and manage ongoing staff performance and evaluations in accordance with SPC HR policy and procedure.</p> <p>Recruit and retain new staff with appropriate level of skills and experience as necessary ensuring effective induction into their departments/programmes.</p> <p>Maintain an awareness and understanding of any SPC policies and procedures or changes to such to ensure that they are appropriately applied; change is understood and concerns are addressed.</p>	<p>High quality leadership, engagement and operational guidance provided to deliver projects within the programme.</p> <p>Accurate, regular and timely advice is provided to the Director.</p> <p>Annual work plans and work plan reports for Scientific area are produced on time, within budget and in accordance with Key Performance Indicators.</p> <p>Guidance tools developed to enhance the project management capacity of the technical programme.</p> <p>High quality project level reporting and reviews provided.</p> <p>Effective resolution of operational and technical problems is ensured.</p> <p>Lessons learnt from previous project experiences are understood and included in the plans for new projects/activities.</p> <p>Scientific staff roles and accountabilities are identified clearly and team members are qualified, empowered and confident to use their initiative within established frameworks, and work plans are linked to strategic outputs.</p> <p>Staff appraisals and performance development management of staff is performed in accordance with SPC policies and procedures.</p> <p>New staff with the appropriate skills and experience are recruited as necessary and effectively inducted into their departments and positions.</p>

KRA 2: Technical excellence of Functions and outcomes of the portfolio	
<p>Provide technical leadership to develop the area of scientific programming.</p> <p>Drive awareness of this capability with members and donors ensuring regional coordination and collaboration.</p> <p>Represent the organisation and the Pacific region more broadly through international strategies and initiatives, specifically including the UN Decade of Ocean Science for Sustainable Development.</p> <p>Develop and maintain an integrated divisional work programme that focuses on technical priority areas of member countries and territories.</p> <p>Oversee and manage the outcomes of projects within the portfolio to deliver across all focus areas.</p>	<p>Technical leadership is provided to develop areas of scientific focus.</p> <p>Members and donors have a good understanding of SPC's areas of scientific programming under this portfolio (e.g. Oceans and Maritime) and is the first choice for donors – reflected in project funding received.</p> <p>SPC is recognised as a regional and global leader in ocean science and maritime affairs.</p> <p>An integrated divisional work programme is developed and maintained.</p> <p>Successful outcomes achieved are reported across the focus areas.</p>
KRA 3: Resource Mobilisation and Financial Management	
<p>Contribute to, drive and support mobilisation initiatives with funding agencies and advocate for long-term funding support for the work of the division among the donor community.</p> <p>Explore new work opportunities that align to new / emerging development priorities of PICTs.</p> <p>Budget allocations within areas of responsibility are managed with appropriate costings in place; the strategic direction of budget allocations is consistent with Divisional priorities.</p> <p>The areas of scientific programming, audit compliance levels adhere to SPC and donor standards.</p>	<p>Resources are mobilised to deliver the work of the division's programme.</p> <p>Budget allocations are aligned with Division's strategic objectives and are well managed. New opportunities are sought that align to emerging development priorities of PICTs.</p> <p>Adherence to SPC Finance Policies and associated governance is maintained.</p> <p>No major report and audit issues occur and all audit recommendations are resolved within agreed timeframes.</p>

KRA 4: Integrated Programming	
<p>Contribute to a culture of collaboration, integrated programming and shared success.</p> <p>Learn from SPC 'better practices' to define programming approaches for the design, implementation and evaluation of programmes and projects that will contribute to long term development impact in the region.</p> <p>Investigate research and evaluate 'best practise' business processes to enable an integrated programming approach.</p> <p>Support and promote communities of practice, participatory workshops, learning events on programming policies to absorb the programming design approach into all potential opportunities across the technical programme.</p> <p>Identify strategic communications pieces through relevant channels to both document, highlight and encourage the benefit of strong programmatic design into the technical programme.</p> <p>Work with the Programming Operations unit to Monitor and evaluate division reviews, programmes and projects post framework to establish the value and potential improvements, moving forward.</p> <p>Create and facilitate learning spaces around programming through learning events to support integrated programming across the technical programme.</p> <p>Collaborate with the other technical programmes within the division and across SPC to ensure approach to programming is in accordance with SPC policy and procedure. Specifically play a leadership role in the Pacific Community Centre for Ocean Science (PCCOS).</p>	<p>Integrated programming is planned and utilised to ensure effective delivery of sustainable development to PICTs is achieved.</p> <p>Transparency and visibility of integrated programming approach.</p> <p>Cross functional Engagement Committees are successfully utilised.</p> <p>Research is conducted to evaluate 'best practise' business processes to enable integrated programming approach.</p> <p>Support and promotion to workshops, learning events on programming policies is provided.</p>

Level of Delegation

The position holder:

- Is responsible within the limits provided by the manual of delegations, under SPC delegation policies for that level of accountability and responsibility
- Has a significant degree of autonomy in liaising with senior stakeholders within and outside.
- Has a significant degree of planning own work
- Signs conference and operational letters, in addition, some financial reports within the limits of the SPC delegation policy as outlined in project agreements

- Liaises directly with representatives of PICTs climate change, planning and finance agencies on project management and financial reporting matters
- Can manage operational budgets totalling approximately Euro 4,000,000
- Can authorise costs in own budget as per the SPC Delegations Policy

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.

Work Complexity:

Most challenging duties typically undertaken:

- This has a role a wide remit of technical and managerial accountabilities along with high-level policy/strategic advice and planning work.
- The position holder must be versatile and flexible in addition to having experience in motivating staff to operate with and support an integrated programming approach.
- Manage and provide scientific leadership for a complex, changing large and diverse range economic of programmes driving and facilitating cross cutting services in the division.
- Managing competing demands of member countries and team workloads against timelines, all of which may be at odds with one another.
- Negotiating the political, social and cultural sensitivities of the various stakeholder groups in provision of services to member countries from a regional perspective.
- Working effectively and efficiently within budget to deliver high quality services and finding ways to reduce costs and/or increase resources.
- Making decisions on project or program direction and resource management that have long-term implications for the division and the technical programme.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External: <ul style="list-style-type: none"> ▪ SPC Member Countries ▪ PICT Governments and other national Stakeholders ▪ CROP Agencies ▪ Regional and International Partners ▪ Consultants ▪ Donor representatives based both in Suva and overseas ▪ Airlines and shipping companies, maritime Training Institutes, Maritime and Aviation Administrations, Airports and Seaports ▪ International and Regional Agencies 	<ul style="list-style-type: none"> ▪ Policy Advice on Oceans and Maritime sector issues and Development ▪ Representation of PICT interests and priorities ▪ Partnerships to promote the whole of sector approach ▪ Collaboration, partnerships and the promotion of joint events

Internal: <ul style="list-style-type: none"> ▪ Executive Management (DG & DDGs) ▪ Divisional Director – GEM ▪ Other GEM Deputy Directors ▪ Other programme section heads/Deputy Directors for related scientific areas of alignment across SPC (For example Oceans and Maritime – with FAME) ▪ Pacific Community Centre for Ocean Science (PCCOS) ▪ Corporate and Support Services 	<ul style="list-style-type: none"> ▪ Providing Strategic and technical advice as pertains to the functional area of scientific focus. Advising and reporting on activities and work programmes. ▪ Providing technical oversight and collaborating to facilitate new work practices ▪ Consulting and collaborating on integrated programming across the scientific function areas. ▪ Collaborating and facilitating integrated approaches to programmes and projects to best meet the requirements of Donors and member countries ▪ Maritime transport and climate change mitigation
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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

Essential:	Desirable:
A Master's degree in a relevant subject area.	<p>Experience in one or more of the areas of scientific programming areas such as Ocean Science and Maritime transport.</p> <p>Management Qualification.</p>

Knowledge / Experience

Essential:	Desirable:
<p>At least 15 years of demonstrated management experience in a public sector or research environment in managing science related resources or a similar field, including financial management.</p> <p>Demonstrated ability to lead strategically with a solid understanding of Programme Management.</p> <p>Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their policies and procedures.</p> <p>Proven history of successfully building and leading multi-disciplinary teams, including people of different national and cultural backgrounds, and demonstrated ability to manage professional, technical, and program support staff in a team environment, ensuring everyone's role contributes to successful team outputs.</p> <p>Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards an agreed outcome</p> <p>Demonstrated skills and experience in continuous improvement and facilitating innovation across teams.</p> <p>Exceptional verbal and written communication skills and the capacity to represent SPC at regional and international forums.</p> <p>Proven ability in project design, management and reporting.</p> <p>Ability to work constructively to resolve issues, concerns or differences of opinion.</p>	<p>Demonstrated experience in securing external funding.</p> <p>Practical work experience in a developing country environment preferably in the Pacific Island Region.</p> <p>Strong knowledge and understanding of technical and financial development partners operating in the pacific within the area of scientific focus.</p> <p>For English speakers, a good working knowledge of French, or for French speakers a good working knowledge of English.</p>

Key Skills /Attributes / Job Specific Competencies

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

Expert level	Credibility in the relevant scientific field Good Management Disciplines Stakeholder engagement and communication Sound technical advice Able to think strategically and apply operationally
Advanced level	Integrated management Sound project management Risk management Prioritising and task coordination Efficient utilisation of project resources Adaptable to change
Working Knowledge	Sound analytical and organisational skills Monitoring and evaluation of project activities Knowledge of corporate affairs Good leadership, interpersonal and communication skills A high level of computer literacy
Awareness	SPC Policies and procedures Effective in multidisciplinary, cross cultural environment Stakeholder awareness Confidentiality of information

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

- Ability to think strategically and translate this into operational practices
- Strong People Leadership Capability with an ability to handle conflict situations between staff
- Ability to work collaboratively and innovatively towards achieving common goals
- Excellent motivation skills
- Adaptable to change
- Respect for SPC corporate values
- Resilience

Change to Job Description:

Occasionally, 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. Such change may be initiated as necessary by the Divisional Director. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.