Pacific Community
Communauté du Pacifique

JOB DESCRIPTION
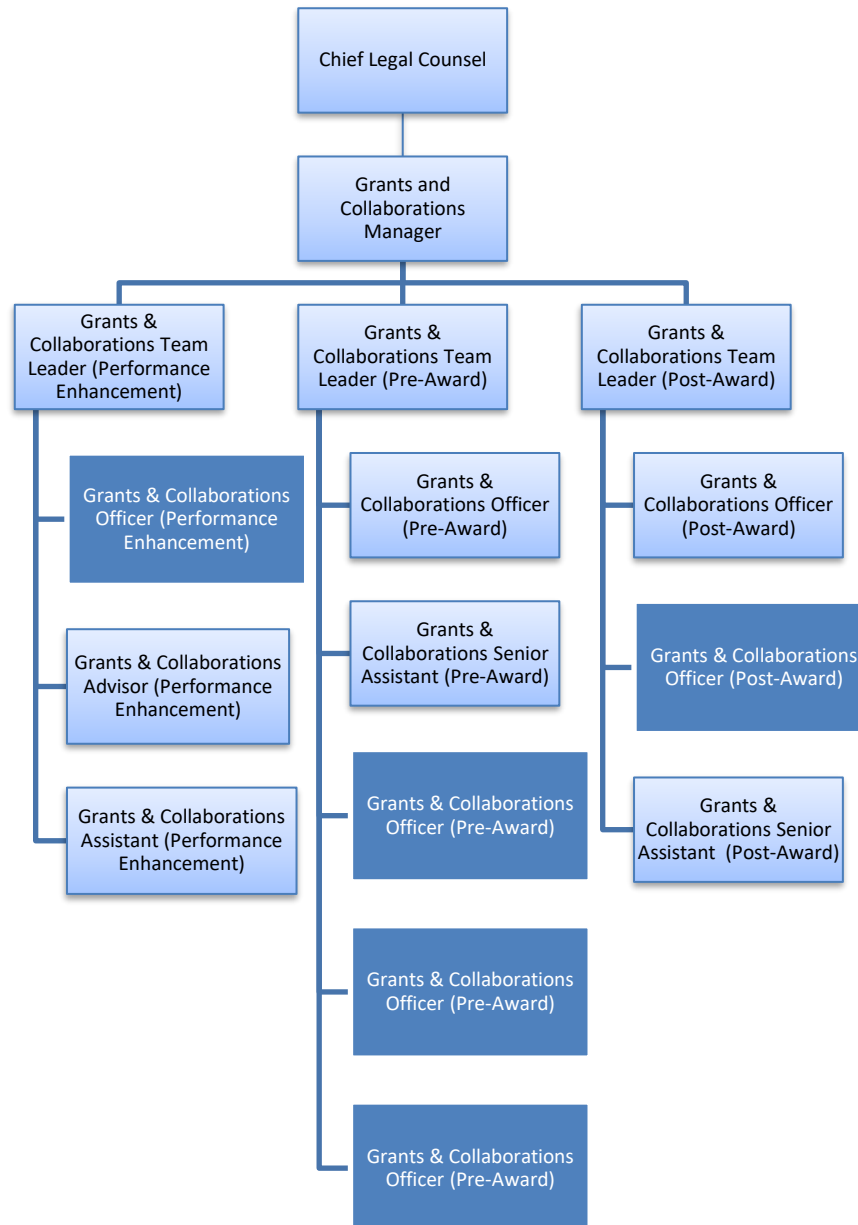
Job Title:	Grants and Collaborations Officer
Division/Programme and Section/Project:	Grants and Collaborations Team, Operations Management Directorate
Location:	Noumea, New Caledonia
Reporting to:	Grants and Collaborations Team Leader
Number of Direct Reports:	0
Purpose of Role:	This role will support the Grants and Collaborations Team in ensuring the effective and timely delivery of high-quality grant management services across SPC. This position will be responsible for providing essential support on a wide range of grant-related activities, assisting in the enhancement of stakeholder capacity and understanding of grants management processes, and contributing to the continuous improvement of grant systems and practices. The Grants and Collaborations Officer will work closely with their respective Team Leaders to foster strong relationships with internal and external stakeholders, ensuring that grant activities meet the standards expected by SPC and our funders while aligning with SPC's strategic objectives.
Date:	September 2024

Organisational Context and Organisation Chart

The **Grants and Collaborations Officer** roles sit within the Operations and Management Directorate and are focused on the different stages of the grants and collaborations lifecycle, Pre-Award and Post-Award, and Performance Enhancement. These roles provide services to all of our divisions, ensuring that SPC's grant and collaboration activities are managed effectively and in alignment with the strategic objectives of SPC.

Each of the Grants and Collaborations Officer positions will be responsible for the day-to-day support on grants and collaborations across the organisation and will be expected to contribute significantly to improvements in SPC manages grants and collaborations, addressing areas for ongoing improvement while managing their respective teams.

The **Pre-Award Team** will focus on the initial stages of grant and collaboration management, including capacity assessments and the development of grant and collaboration agreements. The **Post-Award Team** will ensure that grants and collaborations are effectively monitored, verified, and closed out in compliance with SPC's standards. The **Performance Enhancement Team** is dedicated to improving grant and collaboration processes, risk management, and overall performance of the grants function.

Organizational Chart

- **Chief Legal Counsel**
  - **Grants and Collaborations Manager**
    - **Grants & Collaborations Team Leader (Performance Enhancement)**
      - Grants & Collaborations Officer (Performance Enhancement)
      - Grants & Collaborations Advisor (Performance Enhancement)
      - Grants & Collaborations Assistant (Performance Enhancement)
    - **Grants & Collaborations Team Leader (Pre-Award)**
      - Grants & Collaborations Officer (Pre-Award)
      - Grants & Collaborations Senior Assistant (Pre-Award)
      - Grants & Collaborations Officer (Pre-Award)
      - Grants & Collaborations Officer (Pre-Award)
      - Grants & Collaborations Officer (Pre-Award)
    - **Grants & Collaborations Team Leader (Post-Award)**
      - Grants & Collaborations Officer (Post-Award)
      - Grants & Collaborations Officer (Post-Award)
      - Grants & Collaborations Senior Assistant (Post-Award)

Key Result Areas (KRAs):

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

Jobholder is accountable for	Jobholder is successful when
Operations: Grants and Collaborations (55%) • Support SPC's divisions to: ○ achieve quality outcomes from grant and collaboration activities, ○ deliver high quality support and advice; and ○ harmonised and consistent service across SPC to the agreed service standards and in accordance with relevant SPC policies. • Ensure quality customer service is provided to SPC's divisions undertaking grant and collaboration activities, and divisional relationships are maintained	• **Grants and Collaboration Outcomes Are Achieved:** Personal workload is planned and support being provided consistently delivers high-quality results across pre-award and post-award phases, and in ensuring performance enhancement. • **High-Quality Support and Advice is Provided:** Stakeholders receive expert guidance and support, leading to effective grant management and successful collaborations.

Pre-Award: • Carry out pre-award processes, ensuring high-quality grant and collaboration proposals are awarded and consistent service provided across SPC. • Manage the solicitation, evaluation, and award processes for all grants and collaboration activities ensuring compliance with internal policies and international standards. • Carry out Capacity Assessments and facilitate the Risk Analysis and Mitigation process of potential and existing Grant recipients **Post-Award**: • Carry out monitoring, reporting, and closure processes for grants and LOAs awarded ensuring consistent services provided to Divisions across SPC in successfully implementing Grants and collaboration activities. - • Provide grant and collaboration capacity building and training support across SPC and to its grant recipients. **Performance Enhancement**: • Enhance the efficiency and effectiveness of grants management by streamlining procedures, ensuring compliance with policies, and integrating best practices. • Carry out tracking of grant outcomes, ensuring timely and accurate reporting, and using data to drive improvements in grant management processes. • Identify potential risks in the grants management process, implement mitigation strategies, and ensure that risks are effectively communicated and managed.	• **Service Standards Are Met Across SPC:** The support being provided is harmonised and consistent services across all divisions, in line with agreed service standards and relevant SPC policies. • **Positive Relationships with Divisions Are Maintained**: Strong, collaborative relationships are established and maintained with SPC divisions, enhancing the effectiveness of grant and collaboration activities. • **Pre-Award Processes Are High-Quality:** Grant proposals are of a high standard, and the pre-award process is consistently managed across SPC. • **Post-Award Activities Are Timely and Effective:** Grants and collaborations are delivered according to agreed timelines, and post-award activities, including the verification of acquittal documents, are conducted efficiently. • **Timely Reporting and Monitoring Are Conducted:** All grant-related reporting and monitoring are completed on time, ensuring transparency and accountability. • **Performance Enhancements Are Implemented**: Continuous improvements in grant and collaboration management are identified and implemented, leading to enhanced capacity, better systems, and streamlined processes. • **Grant/Collaboration Closure Framework Is Effectively Applied:** The grant and collaboration closure framework is developed, implemented, and maintained effectively, ensuring proper closure of grants and collaborations and management of risk registers.
Advice and Guidance (20%) • **Provide Advice and Guidance to Decision-Makers on Complex Grant and Collaboration Issues:** Provide informed advice to decision-makers (including relevant committees) on complex grant and collaboration matters, ensuring that all stakeholders' requirements are considered to deliver value outcomes. • **Provide Support on Contracting and Ethical Issues:** Offer advice and solutions to decision-	• **Advice and Guidance to Decision-Makers On Complex Grant And Collaboration Issues**: Provide informed advice to decision-makers (including relevant committees) on complex grant and collaboration matters, considering stakeholder requirements to ensure value-driven outcomes. • **Managed Contract and Ethical Issues**: Identify and manage contract and ethical

makers on managing contractual and ethical considerations in grant and collaboration activities, ensuring integrity and adherence to SPC's framework and standards. • **Risk**: Risks are identified and escalated.	issues within grants and collaborations, providing clear advice and solutions to decision-makers on. • **Risk Management**: Potential risks in the grants management process are identified, mitigation strategies are effectively implemented, and risks are communicated and managed properly.
Reporting and Stakeholder Engagement (10%) • **Reporting:** Contribute to reporting for internal and external stakeholders. • **Build Collaborative Relationships**: Foster strong, collaborative relationships with all SPC stakeholders, ensuring alignment and support for grants and collaborative activities.	• **Performance Reports:** Performance reports are well-received in a timely manner, are clear, and inform strategic decisions, providing actionable insights for improvements. • **Stakeholder Feedback:** Stakeholder feedback is positive, and recommendations are acted upon.
Outreach, education and training (15%) • **Provide Capacity Building**: support with the development and delivery of training programs to internal and external stakeholders to enhance understanding and management of grants and collaborations, including pre-award and post-award processes, and as part of SPC's performance enhancement work. • **Build Collaborative Relationships**: Foster strong, collaborative relationships with all SPC stakeholders, ensuring alignment and support for grants and collaborative activities. • **Ensure Effective Communication:** Maintain open lines of communication with key stakeholders, building strong relationships to support the effective implementation of grants and collaborative initiatives. • **Maintain online communication channels:** publish regular updates online (and in person) with SPC's divisions, including regular intranet news stories and other internal communication with key stakeholders	• **SPC Staff are Supported**: Ensure SPC staff are well-supported in understanding the requirements and processes for managing grants and collaborations, including pre-award, post-award, and performance enhancement activities. • **Training is Provided**: Regularly offer training sessions, workshops, and one-on-one guidance to SPC staff, ensuring clear communication through intranet updates, emails, and direct interactions. • **Client Relationships are Strong**: Maintain and enhance robust relationships with internal and external clients, ensuring their needs are met and that they have a thorough understanding of their roles and responsibilities in the grants and collaborations process. • **Stakeholder Communication is Open**: Foster open and transparent communication with all stakeholders, ensuring they are kept informed and engaged in the grants and collaborations processes. • **Support for Grantees and Collaborators**: Provide clear guidance and support to grantees and collaborators, helping them understand and fulfill their obligations under grant agreements and collaboration projects.

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.

Most Challenging Duties Typically Undertaken (Complexity):

- Providing grants and collaborations advice on complex issues to Senior Management
- Supporting complex grant and collaboration activities with a range of grantees and collaborators around the Pacific
- Negotiation of high value grant and collaboration agreements

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External Key external contacts are: - Development partners - SPC members - Grant Applicants/Collaborators - Auditors	- **Advice:** Provide expertise to guide the strategic direction of grants and collaborations at SPC. - **Collaboration with Grant Applicants/Collaborators:** Work closely with external collaborators to facilitate successful grant submissions and project implementations. - **Capacity Development of Applicants/Collaborators:** Provide guidance and support to external applicants and collaborators to enhance their understanding of SPC's grant and collaboration processes. - **Auditors:** Working with auditors to report on, and improve, SPC's grants and collaborations.
Internal Key internal contacts are: - Programme and project managers - Grants and Collaborations staff (in Suva and Noumea) - Legal Team - Procurement/Grants and Collaborations Committee - Any grants/collaborations staff embedded in divisions	- **Advice:** Provide expertise to guide the strategic direction and implementation of grants and collaborations within SPC. - **Coordination, Briefing, and Training:** Coordinate, brief, and train the Procurement/Grants and Collaborations Committee Chairs and Members to ensure effective decision-making. - **Improving the Quality of Documentation:** Support the grants and collaborations team with improved templates and processes. - **Education, Training, and Outreach:** Lead education and training initiatives to build

| | internal capacity in managing grants and collaborations. |
| | • **Reporting:** Reporting on grant and collaboration activities |

Routine Expenditure Budget: 0
Budget Sign off Authority without requiring approval from direct supervisor: 0

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

Essential:	Desirable:
• Bachelor's degree in law, finance, procurement, administration or international development or equivalent body of knowledge and experience.	• Any professional certifications in grant management. • Advanced university degree (Master's degree or equivalent) in a related field.

Knowledge/Experience

Essential:	Desirable:
• At least 5 years of experience providing advice on grants, collaborations, project management or stakeholder engagement, financial or legal management in a public sector or not-for-profit environment. • Stakeholder Engagement: Strong ability to engage and collaborate with diverse stakeholders, including internal teams, external partners, and funders. • Communication Skills: Excellent written and verbal communication skills, with the ability to present information clearly and persuasively to different audiences. • Ethics and Integrity: Commitment to upholding ethical standards and ensuring transparency in all activities. • Familiarity with grant management, donor compliance, or collaboration processes.	• Experience in providing advice on grants and/or collaborations in an intergovernmental organization. • Financial Acumen: Solid understanding of budgeting, financial reporting, and resource management. • Problem-Solving and Decision-Making: Strong analytical and problem-solving skills, with the ability to make informed decisions. • Advanced use of the Microsoft suite of tools, including SharePoint, Power BI and Power Automate. • Pacific experience. • Fluency in French.

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• **Negotiation Skills**: Strong ability to advocate for organisational interests, negotiate terms with partners and stakeholders, and influence decision-making processes effectively. • **Interpersonal Skills**: Exceptional ability to build and maintain strong working relationships with internal and external stakeholders, ensuring effective collaboration and communication.
Advanced level	• **Grants Management and Collaboration Expertise**: Knowledge and experience in managing and overseeing grant processes, ensuring compliance with internal policies and external standards. • **Stakeholder Relationship Management**: Advanced skills in managing relationships with stakeholders, ensuring their needs are met, and fostering a collaborative working environment. • **Knowledge of Relevant Policies and Procedures**: Advanced understanding of organisational policies, particularly related to grants, collaborations, and compliance. • **Effective Communication**: Proficient in both written and oral communication, capable of conveying complex information clearly and persuasively.
Working knowledge	• **Change Management**: Competence in leading and managing change initiatives, particularly in relation to grants and collaboration processes. • **Cultural Sensitivity**: Ability to work effectively in a multicultural and multi-ethnic environment, showing respect and understanding for diverse perspectives. • **Regional Knowledge**: Awareness of the challenges and opportunities related to grants and collaborations in the Pacific region. • **Microsoft Office Proficiency**: Competent in using Microsoft Office products for daily tasks, reporting, and communication.

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

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

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 or regulatory requirements or 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.