



JOB DESCRIPTION

Job Title:	Senior Adviser, Social and Environmental Responsibility
Work unit:	Climate Change and Environmental Sustainability Programme (CCES)
Location:	Noumea, New Caledonia
Reporting to:	Director CCES
Responsible for:	3 direct reports, 3 matrix reports (ESS officer in CCES, PCA team leader in HRSD, ICKM Officer, PACRES officer)
Purpose of Role:	This position coordinates implementation and management of the SPC Social and Environmental Responsibility policy at corporate and programmatic levels, liaising with SPC internal services and requirements, ensuring highest standard for SPC's Social and Environmental safeguards.
Date:	October 2023

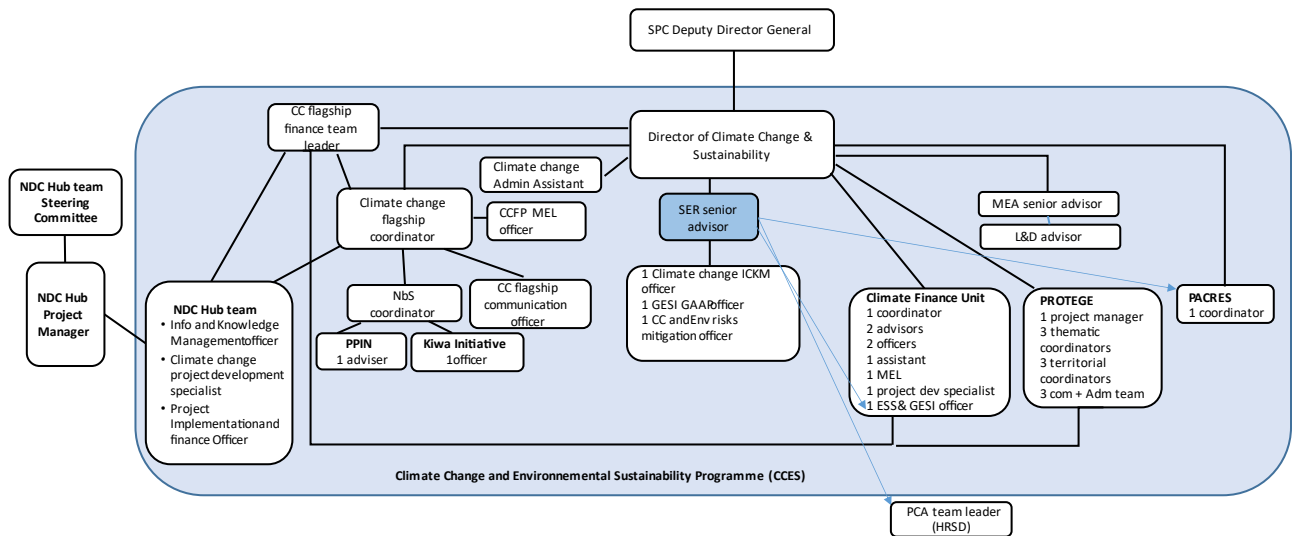
Organisational Context and Organisation Chart

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century, and work together with our members and achieve impact for Pacific people. They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific.

The **threat of climate change** demands SPC take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a **Climate Change Flagship Programme (CCFP)**. This flagship seeks to enhance climate change services and capability in a more holistic, strategic, and cohesive way.

The CCFP aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: "Resilience and Climate Action" which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC's value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. The **Climate Change and Environmental Sustainability Programme (CCES)** is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC are also contributing.

The CCFP will be informed by SPC's Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy, Pacific priorities in climate change negotiations and national policies.



Organizational chart of the Senior Adviser SER within CCES

SPC provides substantial support on climate change to its member countries, as well as increasing social inclusion by enhancing opportunities for the participation of marginalized and disadvantaged people in society, thereby facilitating better access to resources, giving people in all their diversities more voice, and respecting human rights. These are policy approaches initial required by SPCs accreditation to the Green Climate Fund which later were expanded and taken up as SPC wide policy. Consequently, it is important that SPC be seen to lead by example and to ‘practice what it preaches’. The successive SPC strategies on climate change and People-Centred Approach provide an opportunity to demonstrate the benefits of simultaneously avoiding, reducing and setting the social and environmental impacts of SPC’s programmes and corporate activities.

The process for mainstreaming environmental sustainability and climate change started in 2014 with the Program Support Unit. As part of SPC’s 2017-2022 SPC Climate Change Framework, a Social and Environmental Responsibility (SER) 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. This policy provides a framework, and guiding principles for SPC to ethically and sustainably manage any potential social and environmental risks and impacts of its activities, and to enhance social and environmental benefits. The SER policy implementation is done in an inclusive manner, with a people-centred approach so as to maximise whole-of-society benefits.

The policy implementation is currently operational under the supervision of the Senior Adviser SER.

Key Result Areas (KRAs):

As a cross-cutting position the Senior Adviser SER coordinates and supervises the work done by the SER support team which includes staff from SPC’s Human Rights and Social Development and Climate Change and Environmental Sustainability teams to ensure the optimal implementation of SPC’s SER policy. The role entails working in collaboration with SPC’s Strategy, Performance and Learning team, Operations and Management Directorate and with all technical divisions to strengthen the development of socially and environmentally responsible operations, programmes and projects. In addition, it requires working with SPC’s partner organizations, including regional and national partners, to enhance environmental and social safeguards within their own institutions.

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

Jobholder is accountable for	Jobholder is successful when
KRA1 – Leadership and coordination of SPC SER team’s work towards the SER Action Plan implementation (50%)	

<p>1. People pillar of SER Action Plan (staff)</p> <ul style="list-style-type: none"> Supervise the work of the PCA mainstreaming officer (based in HRSD) and lead the SER team Supervise the collaboration of the SER team with OMD sections for mainstreaming of social and environmental sustainability inclusion. This task is carried out with the Human Resources team, the Gender flagship programmes as well as the Staff Representative Committees for the continued assessment and improvement of staff wellbeing Lead the implementation of practical actions to respond to surveys and suggestions to improve staff wellbeing and ensure the smooth inclusion of a People-centred approach at SPC, in collaboration with appropriate SPC divisions and committees Co-lead with HRSD mainstreaming of the People-centred approach in the development of innovative activities: this involves the design of actions, fundraising, and coordination of actions <p>2. Operations pillar of SER Action Plan (corporate)</p> <ul style="list-style-type: none"> Supervise the analysis of SPC's yearly GHG emissions Supervise the work of SER internal greening officer and other relevant business units to ensure adequate undertaking of internal energy savings measures and promote and lead the implementation of cost effective measures for emissions reduction (feasibility studies, developing funding proposals, and oversight of the work) Catalyse change in SPC's corporate activities: ensure, in close collaboration with relevant business units, that revisions of SPC policies and corporate procedures appropriately integrate internationally applicable certification standards (ISO 26 000) Supervise and coordinate the implementation of SPC's carbon neutrality fund in partnership with finance director and SPC executive for the smooth adoption of Carbon internal insetting activities for SPC's residual emissions <p>3. Programme pillar of SER Action Plan (programmes OR activities)</p> <ul style="list-style-type: none"> Develop and operationalize the SER policy action plan for projects and programmes Lead the provision of advice and support to divisions on the assessment and management of social and environmental risks and impacts within project activities using SER screening processes: supervise the mainstreaming of SER within project concept notes, contract terms of reference and across all SPC project activities and divisional actions. Supervise SER policy implementation for all SPC projects (through contracting and supervision of consultants, or coordinating in house expertise) whether as project lead or delivery partner. 	<p>Staff wellbeing conditions (including through SPC engagement survey) and indicators are defined and monitored through time and reported into SPC results report</p> <ul style="list-style-type: none"> Effective actions are undertaken to improve staff wellbeing across all SPC offices SPC provides its staff with a workplace that promotes diversity and inclusion, guarantees equal rights, and provides a safe, healthy and dynamic working environment. SPC is committed to the prevention of abuse and to the well-being of staff members, their families, children and vulnerable adults. <ul style="list-style-type: none"> 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 Executive is presented annually new emission reduction measures for SPC offices Insetting projects are being developed under the carbon neutrality funds and implemented to compensate for SPC residual emissions <ul style="list-style-type: none"> 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 and the People-Centred Approach for sustainability and quality purpose CCES and HRSD work through the SER support team is recognized and divisions' are ensuring their projects are screened for Social and Environmental risks. Mitigation measures for Social and environmental sustainability are adopted on a routine basis for all SPC projects related risks.
<p>KRA 2: Management of SER knowledge and communication (20%)</p>	
<ul style="list-style-type: none"> Supervise the work of the CCES ICKM officer in the development of communication and mainstreaming materials outlining sound social and environmental responsibility practices; broad dissemination of materials (internally and outside) SPC: video, poster, tutorials, webinars etc. 	<ul style="list-style-type: none"> 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

<ul style="list-style-type: none"> Supervise the design and update of the SER intranet page for SPC staff to be able to directly implement the SER policy through their project using straightforward procedures Coordinate the SER team's work supporting the implementation of SPC's grievance redress mechanism in collaboration with the OMD legal team Management of the SPC SER Practice Group: strengthen divisional capacity in environmental and social safeguards mainstreaming Supervise and coordinate the design and delivery of SER training, including in collaboration with service providers, international organisations leader in that field and SPC SPL learning network Development of Environmental and social sustainable actions across SPC for raising awareness, team building, and supporting staff well-being 	<ul style="list-style-type: none"> 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 on a routine basis to provide staff with relevant information for enhancing environmental and social safeguards. All SPC staff is invited in several events on a yearly basis to build and strengthen awareness over ESS
<p>KRA 3: Development of the programme's partnerships and outreach activities related to SER as per the SPC strategic plan (20%)</p>	
<ul style="list-style-type: none"> Supervise SPC engagement and partnerships with national and International organisations as well as SPC donors in the field of social and environmental responsibility Review divisional business plans to embed relevant SER components within all of divisional activities through PCA mainstreaming Supervise the monitoring of SER policy implementation through the development of appropriate mainstreaming tools designed by the SER team and the Strategic, Performance and Learning team Lead the review of SPC corporate strategic plan to reflect the implementation of the SER policy: Ensure that MEL activities and methods for environmental and social safeguards are incorporated into project implementation and reporting on divisional results frameworks. Foster collaboration with other SPC divisions to maximize impact and relevance of the SER policy implementation and promote integrated programming. Assist the Director CCES and Executive in progressing, development, refinement, and implementation of inter-divisional programmes that mainstream climate change and environmental sustainability across the organisation. 	<ul style="list-style-type: none"> Opportunities are assessed and initiatives designed for partnership with international and regional organisations (eg. CROPs, CTCN, UNITAR, etc.) All divisions business plans, flagships and SPC's corporate strategic plan and projects include a strong SER component Divisions are contributing to the climate change programming process and SPC is aligning its climate change activities to the regional needs
<p>KRA 4: Programme/project development – resource mobilization (10%)</p>	
<ul style="list-style-type: none"> Supporting project and programme development and fundraising to strengthen environmental sustainability at regional level Design small-scale projects supporting the mainstreaming of environmental sustainability at national or regional level Contribute to mobilization of initiatives and development of project proposals targeting climate finance mechanisms, in particular GCF and Adaptation Fund, as led by and to the benefit of divisions. 	<ul style="list-style-type: none"> Adequate funding is sourced to be able to engage at regional level with other CROPs and international partner organisation Adequate levels of environmental and social safeguards are incorporated into project proposals in alignment with SPC donor requirements Adequate funding is sourced to support the implementation of emission reduction 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.

Most Challenging Duties Typically Undertaken (Complexity):

<p>Social and environmental responsibility policy implementation:</p> <ul style="list-style-type: none"> ▪ Creating a shared understanding across the organisation of what SER is and its implementation and mainstreaming. ▪ Without hierarchical authority, working and influencing effectively and efficiently across a wide spectrum of project/activity delivery and policy advice and coordination. ▪ Designing and conducting processes to ensure that all of SPC’s programmes and projects are environmentally and socially responsible. ▪ Collaborating with CROP agencies and other partners to strengthen of SER at a regional level: identification of a network and regional opportunities. ▪ Managing several cross-organisational practice groups. <p>Other responsibilities:</p> <ul style="list-style-type: none"> ▪ Managing a diverse range of tasks. ▪ promptly responding to multiple, ad-hoc and often urgent requests for advice, prioritize.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> ▪ CROP agencies/ regional partners:, SPC member countries and territories collaboration and interaction to support SER mainstreaming ▪ Donor partners and funding agencies ▪ External consultants and/or contractors 	<ul style="list-style-type: none"> ▪ Collaboration with other CROP agencies for the design of social and environmental responsibility measures ▪ Speaker and presentation of SPC ‘s environmental and social safeguards ▪ Promotion of SPC’s SER actions through written and oral communications with the media ▪ Recruitment and oversight of technical assistance to support implementation of SER policy ▪ Preparation and submission of project proposals and concept notes ▪ Support to the acceptance of the SPC CC flagship at a regional level and with institutional and technical partners
<p>Internal</p> <ul style="list-style-type: none"> ▪ Divisional directors ▪ SPC staff ▪ SPC executive ▪ SPC teams OMD : HR/ICT/Finances ▪ SPC flagships leads and staff 	<ul style="list-style-type: none"> ▪ Working under the overall authority of the Director of HR for pillar 1. ▪ Providing strategic and technical advice to executives ▪ Leading and supervising the implementation of the SER Action Plan ▪ Delivery of training on SER and facilitation of workshops ▪ Management of the SER Practice group ▪ Ensuring cooperation, negotiating and influencing uptake of SER

	<ul style="list-style-type: none"> Supervision of the sustainability mainstreaming throughout the climate change flagship, as well as through the gender, Ocean and food system flagship: facilitation of the internal mainstreaming process with all SPC division directors section heads and staff
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Level of Delegation:

The position holder has an operational Expenditure Budget of up to 700 000 euros.

Budget Sign off Authority without requiring approval from direct supervisor: up to 2,000 euros.

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

<p>Essential:</p> <ul style="list-style-type: none"> A Postgraduate Degree in environmental or social project management, international development or public policy. 	<p>Desirable:</p> <ul style="list-style-type: none"> Project Management qualifications (management of people, finance, partners, outputs and results). A Master’s Degree in environmental or social project management, international development or public policy.
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Knowledge/Experience

Essential:	Desirable:
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<ul style="list-style-type: none"> ▪ A minimum of ten years' experience in cross-cutting environmental and social management including research, analysis and reporting in the public sector or development organization ▪ At least five years of leading Social and Environmental Responsibility initiatives and programmes at national, regional or international level ▪ Demonstrated experience in relationship building and working with a variety of donors and development agencies ▪ Proven knowledge and experience in carbon insetting and offsetting, including international frameworks ▪ Practical relevant experience in a developing country environment. ▪ Proven experience representing organisations, agencies or administrations at regional and international level ▪ Ability to work constructively to resolve issues, concerns or differences of opinion ▪ Demonstrated capability to work autonomously, self-organise, multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support. SPC's working languages are French and English. For this position excellent communication skills in both languages are required (oral and written). 	<ul style="list-style-type: none"> ▪ Practical work experience in the Pacific Islands Region
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Key Skills/Attributes/Job Specific Competencies

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

Expert level	<ul style="list-style-type: none"> ▪ Good management skills (in particular, that of projects, people, finance, partners) ▪ Stakeholder engagement and communication ▪ Sound technical advice ▪ Able to think strategically and apply operationally ▪ Autonomy
Advanced level	<ul style="list-style-type: none"> ▪ Decision-making 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 partners
Working knowledge	<ul style="list-style-type: none"> ▪ Monitoring and evaluation of project activities ▪ Quantitative and qualitative research methods and data analysis ▪ Financial budgeting and reporting
Awareness	<ul style="list-style-type: none"> ▪ Ability to deal with confidential information in a professional manner ▪ SPC policies and procedures

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

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.