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| **JOB DESCRIPTION** |

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| Job Title:  | **Coastal Risk Monitoring Officer**  |
| Work Unit: | Ocean and Maritime Programme, Geoscience, Energy and Maritime Division |
| Responsible To: | Senior Specialist, Oceanography |
| Responsible For: | Coastal risk related survey and supporting the implementation of coastal risk monitoring programmes and related technical capacity building. |
| Job Purpose: | The job holder will support SPC work area related to ocean & coastal prediction and monitoring services. The job holder is responsible for the effective and timely delivery of survey data as well as supporting the implementation of coastal risk monitoring and inherent technical training programme in country to address coastal risk management issues having relevance and significance to the peoples and governments of SPC member countries and enabling them to improve their capacities, plan, manage and develop their natural resources in a sustainable way. |
| Date: | May 2021 |

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| **Vision:** |

“All CROP (Council of Regional Organisations in the Pacific) agencies contribute to achieving the vision embodied in the Pacific Plan of a region of peace, stability, economic growth, good governance and sustainable development. SPC is committed to these values and to working in partnership with national, regional and international organisations and development partners to serve its members.”

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| **Organisation Context:** |

The Geosciences, Energy and Maritime (GEM) Division of SPC is comprised of three programmes and one Programming Performance and Systems Unit. The three programmes are: i) Oceans and Maritime; ii) Georesources and Energy; and iii) Disaster and Community Resilience. The Oceans and Maritime Programme is organised to respond to SPC members’ needs in three focus areas – Policy and Governance; Technical Assessment and Data Management; and Capacity Building and Gender. The Oceans and maritime Programme has a holistic approach in the three areas to successfully assist SPC members towards achieving four main outcomes: i) Good Oceans and Maritime Governance; ii) Sustainable Maritime Transport and Safe Navigation; iii) Strengthened Ocean and Coastal Monitoring and Prediction Services; and iv) Improved Ocean Literacy and Maritime Capacity Building.

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| **Key Result Areas:** |

The position of **Coastal Risk Monitoring Officer** encompasses the following major functions or Key Result Areas:

1. Coastal risk survey lead
2. Specialist technical country support
3. Project Management support
4. Technical Capacity Building

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

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **Coastal Risk Survey Lead (30%)*** Support the design of coastal monitoring programme
* Lead the on-the-ground implementation of coastal monitoring programme.
* Design field data collection, including approach and methodology in consultation with relevant specialists.
* Advise on and procure most appropriate survey equipment to carry out coastal risk related surveys.
* Lead and coordinate all logistics related to the Oceanography team’s survey work.
* Develop guidelines on coastal risk assessment and monitoring related fieldwork (including mobilisation, data collection, data management, data processing) to ensure the efficiency of the team’s fieldwork activities and consistent high quality of the data collected.
* Lead the day-to-day management and coordination of survey team (2-10 people) composed of staff from SPC and member countries during field work.
* Ensure appropriate international, regional and internal data collection standards are met.
* Report on data collection survey.
* Support Post disaster effort and lead SPC post disaster survey when required
* Promote and maintain coastal risk field surveyor network including relevant regional partners.
* Identify potential challenges related to coastal risk related data collection and survey, and advice on solution(s).
* Support the harmonisation of field data collection survey across GEM and SPC.
 | * SPC and member countries have survey equipment that enable efficient risk related data collection in line with survey objectives and available resources and capacity
* Coastal monitoring program are designed in line with the capacity and needs of the member countries.
* The survey teams work efficiently
* The survey team members are well informed of their role and daily tasks.
* The survey is well planned and supported by sound logistics.
* Survey reports are produced on time.
* Survey related guidelines are established.
* Good quality data is collected, and coverage is completed in line survey objectives.
* Potential challenges and emerging risks are adequately communicated to project manager and potential solutions are provided in a timely fashion.
* Equipment down-time is minimised, and surveys are completed according to schedule and within guidelines.
* Effective communications networks are established and maintained with relevant stakeholders and partners.
* OHS is always a priority
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| **Data Processing and Analysis (30%)*** Responsible for the quality assessment and control of field survey data.
* Coordinate the storage of coastal risk data into relevant data management systems following internationally recognised standards (e.g., data format, metadata)
* Test and support the implementation of remote sensing and GIS-based techniques to derive coastal risk information and potential integration into coastal risk monitoring programme.
* Support the development of risk assessment case study.
* Provide technical support in processing and analysis of data during post disaster survey
* Undertake various GIS-based and remote-sensing-based data analysis.
* Contribute to science-based product delivery.
 | * Coastal risk monitoring data support in-country risk informed decision.
* GIS and remote sensing-based products are of high quality and directly support project delivery
* Coastal risk monitoring data and inherent products are well communicated / presented to member countries and accessible to the project team in a timely manner.
* Post disaster survey data is relevant and contribute to increased regional risk knowledge.
* Processed survey data are of high quality and made accessible in a timely manner
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| **Capacity Building (20%)*** Support the design of technical training programme related to coastal risk assessment and monitoring.
* Advise on technical capacity needs to strengthen country-led coastal risk monitoring and assessment work.
* Lead the delivery of in-country technical trainings.
* Coordinate and lead the development of technical training materials.
* Ensure the effective coordination and monitoring of capacity building training.
* Undertake hands-on training during fieldwork
* Make presentations for stakeholders, partners and for internal purposes
* Advise on data requirement, methodology, limitations, and applications related to the implementation of a disaster risk framework
 | * The training programme meets stakeholder needs and requirements
* The capacity transferred contributes to sustain in-country coastal risk assessment monitoring programme.

 * Training materials are tailored to the audience
* Feedbacks from participant is positive
* Training material and manual are of high quality.
* On-going support is provided to participants.
* Feedback is sought and incorporated to improve future trainings.
* MELs standards are met, attendance list is completed and post-training report are produced
* Programmes, projects, and activities under the UN Decade of Ocean Science are supported and actioned
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| **Project Managment Support (20%)*** Support the development and the continuous update of project documents (e.g., costed workplan, daily log, issue log, risk register, progress report, etc...)
* Supported the development of costed workplans with guidance from the technical leads.
* Maintain good communication with project stakeholders.
* Keep track of project timelines
* Organise workshop and project meetings
* Undertake procurement activities
* Support the oceanography team’s annual reporting (e.g., MEL)
 | * Project documents (e.g., budgets, costed workplans, daily and issue logs, MEL) are accessible and up to date.
* Project implementation is monitored
* Procurement follows SPC rules and regulations
* Lessons learnt are collated, accessible and capitalised on.
* Project meetings are held regularly as required.
* Communication between the project team and stakeholders is effective.
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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: |
| * Leadership skills to garner internal, national and regional support towards improved coastal risk monitoring effort.
* Keep up to date with survey technology and advise on most appropriate solutions for the region
* Ensure high quality data is collected while working in challenging environment.
* Manage teams with various expertise during fieldwork activities
* Ensure efficient data collection survey is undertaken often requiring complex logistical solutions
* Implement capacity building programme that are not only adapted to the in-country resources but also meet stakeholder needs and requirement.
* Transfer technical skills and capacity to stakeholders with a wide range of expertise.
* Work in remote locations under challenging environmental conditions for extended periods of time, including poor sanitary facilities, malaria, etc.
* Multitasking including shifting between hard and soft skills
* Work with people from different backgrounds according to culture and work ethics.
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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:**  |
| * Member governments
 | * Technical exchange, seeking/giving advice and support, contribute to product design, preparing and conducting training workshops, etc..
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| * International organisations
 | * Collaborate on country specific activities and regional initiatives, preparing documents, survey activities and training workshops.
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| * Consultant
 | * Lead small to medium size procurement, collaborate including sharing knowledge and data, assess delivery related to data collection and technical training.
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| **Internal:** |
| * Senior Specialist, Oceanography
 | * Day to day collaboration. Seek technical guidance, seek survey data requirement for the development of science-based solution. Seek update on project delivery and progress. Advise on country technical capacity and capacity transfer requirement,
 |
| * Team Leader Oceanography
 | * Liaise for internal and external reporting on projects and team activities, giving and receiving information and feedback. Advise on survey and knowledge transfer for proposal writing purposes.
 |
| * Oceans and Maritime Programme staff
 | * Advise on coastal risk monitoring survey activities as well as GIS and remote sensing product development and application, liaise to coordinate trainings, workshops, seminar and meetings.
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| * OMP Deputy Director and GEM Director
 | * Obtaining advice on OMP policies and procedures; providing feedback on OMP reporting.
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| **Level of Delegation:** |

The position holder:

* Has a significant degree of autonomy in liaising with stakeholders.
* Has a moderate level of autonomy in developing scientific products.

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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:  |
| * Bachelor’s Degree in GIS, environmental science, disaster risk reduction or related field
 | * Working experience in the Pacific in the areas of coastal management, climate change adaptation and disaster risk reduction.
* SCUBA diving certificate
* Formal training in UAV
* Master in GIS, environmental science, disaster risk reduction or related field
* Formal training course in project management
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**Knowledge / Experience**

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| Essential:  | Desirable:  |
| * At least 6 years of working experience in coastal risk assessment and monitoring related fieldwork including data processing
* Experience in designing and conducting technical trainings.
* Experience in data management system.
* Sound experience and knowledge in GIS and remote sensing related to coastal risk assessment and monitoring

 * Sound knowledge of the disaster risk framework, its implementation at various scales and inherent challenges in the regional context.
* Experience in managing teams in the field during surveys.
* Experience with facilitating stakeholder engagement and training workshop.
* Knowledge on physical processes relating to coastal hazard in the Pacific region.
* Capable and organised report preparation and communication skills
* Demonstrated Oral and written communication skills in English
* Aptitude for the provision of high-quality service
* Ability to set priorities to meet deadlines.
 | * Professional practical experience in Pacific Island environments
* Strong awareness of Pacific issues and knowledge gap particularly as they relate to hazard and risk knowledge
* Fieldwork experience to include geodetic, topographic, oceanographic and risk related data collection survey
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###### 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 | * Undertaking coastal risk assessment and monitoring survey
* Ability to set priorities and plan activities
* Work collaboratively
* Ability to manage survey team in challenging environment
* Undertaking coastal risk assessment and monitoring survey
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| Advanced level | * GIS and remote sensing, especially using open-source solutions.
* Technical knowledge transfer
* Sound knowledge of the disaster risk framework
* Prepare digital and written reports as well as interpretive products.
* Strong knowledge on post disaster survey
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| Working Knowledge | * Coastal processes relevant to regional geomorphological features
* Regional challenges related to improving coastal risk management
* Data management
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| Awareness | * Have a broad understanding of the region and its technical and human resource requirements.
* Familiarity with the various strategies, frameworks, and roadmaps that guide climate change adaptation and disaster risk in the Pacific
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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**

* **Communicates effectively**
* **Performs well under pressure**
* **Positive attitude to work**
* **Strongly committed**
* **Highly motivated**
* **Excellent interpersonal skills**
* **Sound judgement**
* **Well organized**
* **Dependable**
* **Creative and imaginative**
* **Demonstrates integrity**
* Demonstrates cultural and gender sensitivity

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