



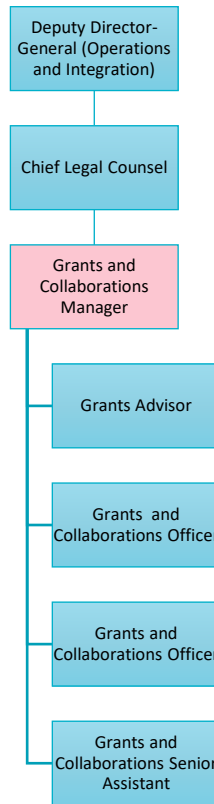
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Grants and Collaborations Manager</b>
<b>Division/Programme and Section/Project (if any):</b>	<b>Grants and Collaborations Team, Operations Management Directorate</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Reporting to:</b>	<b>Chief Legal Counsel</b>
<b>Number of Direct Reports:</b>	<b>At least 4</b>
<b>Purpose of Role:</b>	To lead the Grants and Collaborations Team in providing high quality advice and service for grants and collaborative activities; to provide expert and specialist advice to influence the strategic direction of SPC's grants and collaborative activities; to strengthen internal understanding and capabilities of SPC staff in grants and collaborative processes; and to drive grant and collaboration improvements as part of the 'One OMD' workplan, with a particular focus on improvements in processes, procedures and systems and building excellent relationships internally and externally.
<b>Date:</b>	<b>November 2023</b>

### Organisational Context and Organisation Chart

The Grants and Collaborations Manager reports to the Chief Legal Counsel within the Operations and Management Directorate (OMD). It is a new role that will have responsibility for shaping the strategic direction of SPC's grants and collaborations functions, and the management of the Grants and Collaborations Team. The role will start with 4 direct reports and will lead a team that is expected to grow and engage across the organization to introduce significant improvements.

The current structure of the team is as set out below:



**Key Result Areas (KRAs):**

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

Jobholder is accountable for	Jobholder is successful when
<p><b>Leadership, Management and Operations: Grants and Collaborations (50%)</b></p> <ul style="list-style-type: none"> <li>• Lead SPC’s grants and collaborations functions to deliver high quality customer service advice</li> <li>• Provide harmonised and consistent service across SPC to the agreed service standards and in accordance with SPC’s <i>Grants Policy</i> and broader policy framework.</li> <li>• Lead on organisation-wide grants and collaborations planning, including strategic planning</li> <li>• Lead on the management of organisation-wide grants and collaborations risk management</li> <li>• Ensure a ‘one Grants and Collaborations Team’ approach</li> <li>• Ensure that the team’s budget is well managed</li> <li>• Ensure that external relationships with applicants and grantees are optimised</li> <li>• Ensure that quality customer service is provided to SPC’s divisions undertaking grants or collaborative activities</li> <li>• Lead on ensuring compliance with SPC’s Grants Policy and the broader SPC policy framework</li> <li>• Lead on ensuring audit compliance and grants and collaborations compliance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Grant and collaborative activities are compliant with SPC’s requirements and international standards, including record keeping and ethical obligations</li> <li>• Workload planning is strategic and based on SPC’s annual grants and collaborations plan, on time, monitored, updated and implemented</li> <li>• Equitable distribution of work across SPC’s locations and harmonised and consistent service is provided</li> <li>• The budget is well managed</li> <li>• The service and quality standards for grants and collaborative activities are met</li> <li>• Relationships with applicants and grantees are optimised</li> <li>• Grantee management is continuously improved</li> </ul>

<ul style="list-style-type: none"> <li>Review and approve processes as per delegated authority</li> </ul>	
<p><b>Advice (15%)</b></p> <ul style="list-style-type: none"> <li>Provide advice to influence the strategic direction of SPC's grants and collaboration processes</li> <li>Provide advice to decision-makers on complex grant and collaboration issues</li> <li>Lead recommendations on policy and process updates</li> <li>Organisational wide ethical issues relating to grants and collaborations are identified and managed</li> </ul>	<ul style="list-style-type: none"> <li>Strategic reporting on grants and collaborations issues to the Audit and Risk Committee, Senior Leadership Team and OMD Management Team</li> <li>Reporting is used to provide strategic advice to senior decision-makers to influence the direction of grants and collaborations</li> <li>Risks are mitigated</li> <li>Ethical issues are identified and managed, and advice is provided to decision-makers on how to manage ethical issues (eg COI) and integrity is demonstrated</li> </ul>
<p><b>Management of staff (10%)</b></p> <ul style="list-style-type: none"> <li>Manage grants and collaborations staff and resources</li> <li>Lead SPC's training plan for grants and collaborations activities</li> </ul>	<ul style="list-style-type: none"> <li>Manages resources effectively and efficiently</li> <li>Ensures corporate requirements are met individually and as a team, including the performance planning and assessment cycle and the requirements of finance, audit and risk reporting</li> <li>Manages staff performance and ensures consistency</li> <li>Creates a positive work environment, promotes collaboration within the team and across functions and other divisions in the organisation</li> <li>Supports the health, safety and well-being of employees in the way the team is led and managed</li> <li>Training is offered to staff, and communication through intranet, emails and one-on-one sessions are widely offered</li> </ul>
<p><b>Stakeholder relationship management (15%)</b></p> <ul style="list-style-type: none"> <li>Build robust collaborative relationships with senior staff across OMD and SPC</li> <li>Ensure excellent communication with key stakeholders and build strong relationships</li> <li>Provide leadership on internal and external stakeholder relationship management</li> </ul>	<ul style="list-style-type: none"> <li>Divisional Directors are clear on grants and collaborations in their divisions</li> <li>Improvements are planned</li> <li>Staff are supported in understanding the requirements of the grants and collaborations processes and functions</li> <li>Client relationships are robust and well maintained</li> <li>Communication with stakeholders is open</li> </ul>

<p><b>Systems and processes (10%)</b></p> <ul style="list-style-type: none"> <li>• In collaboration with OMD Management, and with participation of key stakeholders (e.g. divisions) drive grants and collaborations improvements as part of the one OMD workplan, with a particular focus on improvements in processes, procedures and systems.</li> <li>• Harmonise processes, systems and procedures across all SPC locations for grants and collaborations</li> </ul>	<ul style="list-style-type: none"> <li>• Process improvements are collaboratively identified and implemented</li> <li>• Improvements in processes, tools and systems are implemented</li> </ul>
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The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the job holder and supervisor as part of the performance development process.

**Most Challenging Duties Typically Undertaken (Complexity):**

<ul style="list-style-type: none"> <li>• Influencing Executive and Senior Management on the strategic direction of grants and collaborations</li> <li>• Management of staff</li> <li>• Advice to the Procurement/Grants Committee and key decision-makers on complex actions and activities</li> <li>• Capacity assessment of grantees and potential collaborators</li> <li>• Capacity building (internally and externally)</li> <li>• Ensuring effective cross-functional communication and engagement</li> </ul>
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**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External</b></p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> <li>• Development partners</li> <li>• SPC members</li> <li>• Grantees/Collaborators</li> <li>• Auditors</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic advice to influence SPC’s grant and collaboration choices</li> <li>• Negotiations of agreements</li> <li>• Coordination of input into audits</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• Programme and project managers</li> <li>• Legal Team</li> <li>• Finance Team</li> <li>• Procurement Team</li> <li>• Procurement/Grants Committee</li> <li>• Grants staff embedded in divisions</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic advice to influence grant and collaboration choices of SPC</li> <li>• Strategic advice to Procurement/Grants Committee Chairs and Members</li> <li>• Ensuring the quality of the grants and collaborations processes</li> <li>• Education, training and outreach to SPC staff</li> <li>• Management of the team</li> </ul>

**Level of Delegation:**

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000

## 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:
Advanced university degree (Master's degree or equivalent) in a related field (or equivalent experience)	Qualifications in grant management

### Knowledge/Experience

Essential:	Desirable:
<p>At least 10 years' experience managing a team and providing advice and support on grants in a public sector or not-for-profit environment</p> <p>Excellent verbal and written communication and negotiation skills</p> <p>Excellent analytical skills</p> <p>Fluent in English</p>	<p>Experience in providing advice on grants and/or collaborative activities in an intergovernmental organisation</p> <p>Pacific experience</p> <p>Fluent in French</p>

### 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"> <li>• Team leadership</li> <li>• Influencing decision-making through advice and support</li> <li>• Advocacy, negotiation, influencing skills</li> <li>• Interpersonal skills</li> <li>• Customer focus and high-quality service</li> <li>• Grants and collaborations advice and support</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Staff management</li> <li>• Change management</li> <li>• Strategic thinking</li> <li>• Strategic planning</li> <li>• Stakeholder management</li> <li>• Written and oral communication</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• Ability to work in a multi-cultural, multi-ethnic environment</li> <li>• Knowledge of granting challenges facing the Pacific region</li> <li>• Microsoft Office products</li> </ul>

### 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 and approachable 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.