



JOB DESCRIPTION

Job Title:	Grants and Collaborations Team Leader (3x roles)
Division and Section:	Grants and Collaborations Team, Operations Management Directorate
Location:	Suva, Fiji
Reporting to:	Grants and Collaborations Manager
Number of Direct Reports:	At least 2
Purpose of Role:	We have 3 new roles that will each lead small teams that will work closely together in the Grants and Collaborations Team to ensure the effective and timely delivery of high-quality grant management services across SPC. These new roles will be responsible for providing expert advice and support on complex grant-related activities, enhancing stakeholder engagement, capacity building, and understanding of grants management processes, and driving continuous improvements in grant systems and practices. These Team Leaders will play a key role in fostering strong relationships with internal and external stakeholders, ensuring that grant activities meet the standards expected by SPC and our funders and that align with SPC's strategic objectives.
Date:	September 2024

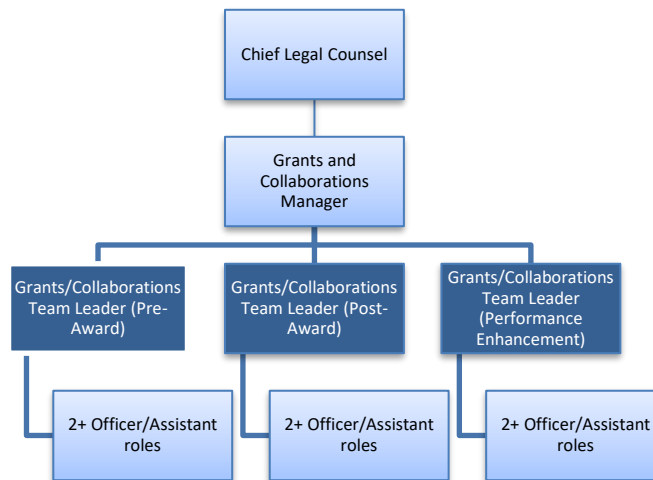
Organisational Context and Organisation Chart

The new **Grants and Collaborations Team Leader** 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 grants and collaboration activities are managed effectively and in alignment with the strategic objectives of SPC.

Each Team Leader is responsible for the day-to-day management of grants and collaborations staff that may be based both in Suva and Noumea. They are expected to closely collaborate with one another to ensure a consistent and harmonised service across SPC. Each role is expected to have several direct reports, and the number of positions may change over time. The Team Leaders will be expected to lead improvements in how SPC manages grants and collaborations, addressing areas for ongoing improvement while managing their respective teams.

The **Pre-Award Team Leader** 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 Leader** ensures that grants and collaborations are effectively monitored, verified, and closed out in

compliance with SPC’s standards. The **Performance Enhancement Team Leader** is dedicated to improving grant and collaboration processes, risk management, and overall performance of the grants function.



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>Operations: Grants and Collaborations (40%)</p> <ul style="list-style-type: none"> Manage the grants and collaborations team to: <ul style="list-style-type: none"> achieve quality outcomes from grant and collaboration activities undertaken by SPC, 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 Regularly prepare and present performance reports to internal and external stakeholders. <p>Pre-Award:</p> <ul style="list-style-type: none"> Lead the pre-award process, ensuring high-quality grant and collaboration proposals are awarded and consistent service provided across SPC. Oversee the solicitation, evaluation, and award processes for all grants and collaboration activities ensuring compliance with internal policies and international standards. Lead an efficient Capacity Assessment process and facilitate the Risk Analysis and 	<ul style="list-style-type: none"> Grants and Collaboration Outcomes Are Achieved: The grants and collaborations team 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. Capacity assessments of grant recipients are carried out effectively and timely in accordance with divisional business needs and SPC templates and procedures. Service Standards Are Met Across SPC: The team provides 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.

<p>Mitigation process of potential and existing Grant recipients</p> <p>Post-Award:</p> <ul style="list-style-type: none"> • Oversee post-award activities, ensuring grants are delivered according to agreed timelines and standards. • Oversee the 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. • Ensure that grant and collaboration capacity building and training support is provided across SPC and to its grant recipients. <p>Performance Enhancement:</p> <ul style="list-style-type: none"> • Enhance the efficiency and effectiveness of grants management by streamlining procedures, ensuring compliance with policies, and integrating best practices. • Develop the skills and capabilities of the grants and collaborations team to ensure high-quality service delivery and continuous improvement in performance. • Oversee the tracking of grant outcomes, ensuring timely and accurate reporting, and using data to drive improvements in grant management processes. • Lead on risk management in the grants and collaboration processes, implement mitigation strategies, and ensure that risks are effectively communicated and managed. 	<ul style="list-style-type: none"> • Pre-Award Processes Are High-Quality: Grant proposals awarded 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 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.
<p>Advice and Guidance (20%)</p> <ul style="list-style-type: none"> • Provide Expert Advice on SPC Grants And Collaborations Processes: Offer expert guidance on the management of grants and collaborations, including best practices and compliance with SPC policies and international standards. • Provide Advice 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 Ethical Issues: Offer advice to decision-makers on managing ethical considerations in grant and collaboration 	<ul style="list-style-type: none"> • Proactive Advice To Stakeholders On Grants And Collaborations Issues: Offer proactive advice on grant and collaboration management, including addressing challenges and opportunities in the context of changing global conditions. • Conduct Risk Assessments For Grants And Collaborations: Ensure that comprehensive risk assessments are undertaken for all grant and collaboration activities, with appropriate mitigation strategies implemented. • Advice 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

<p>activities, ensuring integrity and adherence to SPC’s ethical standards.</p> <ul style="list-style-type: none"> • Risk Identification and Management: Identify potential risks in grant and collaboration processes, providing advice on mitigation strategies and escalating issues as necessary to ensure successful outcomes. 	<p>requirements to ensure value-driven outcomes.</p> <ul style="list-style-type: none"> • Brief And Advise Key Decision-Makers: Ensure that committees and other key decision-makers are fully briefed and advised on appropriate actions related to grants and collaborations. • Timely And Accurate Internal Reporting: Provide accurate and timely internal reports to the governing body, Audit and Risk Committee, and Executive on grant and collaboration activities. • Identify And Escalate Risks: Actively identify potential risks within grants and collaborations, ensuring they are escalated appropriately to mitigate impact. • Respond To Audit Requests Promptly: Ensure that audit requests related to grants and collaborations are responded to in a timely and thorough manner. • Manage Ethical Issues: Identify and manage ethical issues within grants and collaborations, providing clear advice to decision-makers on how to handle conflicts of interest (COI) and demonstrating integrity in all actions.
<p>Management of staff (15%)</p> <ul style="list-style-type: none"> • Manage the grants and collaborations staff and resources • Team Leadership and Supervision: lead the grants and collaboration staff and resources ensuring clear direction, support, and motivation is provided to staff. • Recruitment and Staffing: lead the recruitment and selection process ensuring that staffing level and capabilities are appropriate to meet operational needs. • Performance Management, Training, and Development: <ul style="list-style-type: none"> ○ manage the performance management process for staff ensuring that team performance goals are aligned with SPC objectives. ○ manage the training and development needs for staff ensuring continuous learning and skill development within the team. 	<ul style="list-style-type: none"> • Resources Are Managed Effectively And Efficiently: Staff and resources are allocated and utilized in a manner that maximises efficiency and effectiveness. • Team Performance Is Consistently High: The team consistently meets or exceeds performance expectations, with clear goals and regular assessments. • A Positive Work Environment Is Maintained: A collaborative and supportive team culture is fostered, promoting engagement and teamwork across all functions. • Staff Development Is Prioritized: Ongoing professional development opportunities are provided, ensuring that team members continue to build skills and competencies.

	<ul style="list-style-type: none"> • Health, Safety, And Well-Being Are Supported: The well-being of team members is actively supported through the implementation of health and safety protocols, and by addressing any concerns promptly. • Compliance With Organisational Policies: The team adheres to SPC’s corporate requirements, including performance planning, assessment cycles, and compliance with finance, audit, and risk reporting obligations. • Staff Performance Is Effectively Managed: Regular feedback is provided, and any performance issues are addressed promptly and constructively, ensuring consistency in performance management across the team.
<p>Outreach, education and training (15%)</p> <ul style="list-style-type: none"> • Provide Capacity Building: Lead 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: Lead on Fostering strong, collaborative relationships with all SPC stakeholders, ensuring alignment and support for grants and collaborative activities. • Ensure Effective Communication: Lead on Maintaining open and effective lines of communication with key stakeholders, building strong relationships to support the effective implementation of grants and collaborative initiatives. 	<ul style="list-style-type: none"> • 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.

<p>Systems and processes (10%)</p> <ul style="list-style-type: none"> • Identify and Implement Improvements to Grants and Collaboration Tools and Systems: Enhance the tools and systems used for managing grants and collaborations, ensuring they support better understanding, compliance, and efficiency across SPC. • Recommend Policy and Process Updates: Regularly review and suggest updates to policies and processes related to grants and collaborations, ensuring they remain relevant and effective. • Lead Improvements in Grant and Collaboration Management: Take charge of specific components of improvement initiatives aimed at enhancing the overall management and effectiveness of grants and collaborations within SPC. 	<ul style="list-style-type: none"> • Improvements in Processes and Tools Are Implemented: The job holder successfully implements enhancements to the tools and processes used in managing grants and collaborations, leading to more effective and efficient operations. • Improvements in Procedures Are Implemented: The job holder ensures that recommended updates to procedures related to grants and collaborations are effectively integrated and adopted within SPC. • Active Contribution to Improving the Grants and Collaborations Function: The job holder actively contributes to the ongoing improvement of the grants and collaborations function, demonstrating initiative and leadership in enhancing the overall effectiveness and compliance of these activities within SPC.
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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 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
- Negotiations on contracts or development partner funding agreements
- Management of staff
- Supporting complex grant and collaboration activities with a range of grantees around the Pacific
- Advice to committees and key decision-makers on complex procurement actions and activities
- Negotiation of high value grant and collaboration agreements

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <p>Key external contacts are:</p> <ul style="list-style-type: none"> • Development partners • SPC members • Grant Applicants/Collaborators • Auditors 	<ul style="list-style-type: none"> • Expert Advice: Provide expert advice to influence the strategic direction of grants and collaborations at SPC. • Negotiations with Various Stakeholders: Negotiate terms and conditions in agreements, ensuring alignment with SPC’s objectives. • Collaboration with Grant Applicants/Collaborators: Work closely with external collaborators to facilitate successful grant submissions and project implementations. • Coordination of Input into Audits: Manage the coordination of information and responses required in the grants and collaborations area for external audits. • 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.
<p>Internal</p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Expert Advice: Provide expert advice to influence 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. • Ensuring the Quality of Documentation: Oversee the preparation and quality of grants and collaboration documentation, including supporting funding proposals, agreements, and contracts. • Education, Training, and Outreach: Lead education and training initiatives to build internal capacity in managing grants and collaborations.

	<ul style="list-style-type: none"> • Management of Team: Lead and manage the grants and collaborations team, ensuring they are effectively supported and resourced to meet SPC’s objectives.
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Level of Delegation:

Routine Expenditure Budget: n/a
 Budget Sign off Authority without requiring approval from direct supervisor: 50 €

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:
A postgraduate qualification in a relevant field such as law, finance, procurement, business administration or international development or equivalent body of knowledge and experience.	Professional certifications in grant management

Knowledge/Experience

Essential:	Desirable:
<p>At least 7-8 years of experience leading a team providing advice on grants or collaborations, project management or stakeholder engagement, financial or legal management in a public sector or not-for-profit environment</p> <p>Leadership and Team Management: Demonstrated experience in leading and managing teams, with strong organisational and coordination skills.</p> <p>Project Management: Proven ability to provide central support for, or to manage directly, complex projects or programs, including planning, implementation, monitoring, and reporting.</p>	<p>Experience in providing advice on grants and/or collaborations in an intergovernmental organisation</p> <p>Advanced use of the Microsoft suite of tools, including SharePoint, Power BI and Power Automate</p> <p>Pacific experience</p> <p>Fluency in French</p>

<p>Stakeholder Engagement: Strong ability to engage and collaborate with diverse stakeholders, including internal teams, external partners, and funders.</p> <p>Financial Acumen: Solid understanding of budgeting, financial reporting, and resource management.</p> <p>Communication Skills: Excellent written and verbal communication skills, with the ability to present information clearly and persuasively to different audiences.</p> <p>Problem-Solving and Decision-Making: Strong analytical and problem-solving skills, with the ability to make informed decisions.</p> <p>Adaptability and Learning Orientation: Willingness to learn and adapt to new challenges, with a proactive approach to professional development.</p> <p>Ethics and Integrity: Commitment to upholding ethical standards and ensuring transparency in all activities.</p> <p>Familiarity with grant management, donor compliance, or collaboration processes.</p>	
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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"> • Grants Management and Collaboration Expertise: Extensive knowledge and experience in managing and overseeing grant processes, ensuring compliance with internal policies and external standards. • Advocacy, Negotiation, and Influencing 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. • Strategic Advice and Support: Expertise in providing high-level advice to senior management and stakeholders, influencing decisions related to grants and collaborations.
Advanced level	<ul style="list-style-type: none"> • Team Leadership and Staff Management: Proven ability to lead and manage a diverse team, ensuring staff development and achieving team objectives. • Change Management: Competence in leading and managing change initiatives, particularly in relation to grants and collaboration processes. • Stakeholder Relationship Management: Advanced skills in managing relationships with stakeholders, ensuring their needs are met, and fostering a collaborative working environment. • Project Planning and Coordination: Strong ability to plan, coordinate, and manage complex projects, ensuring they are delivered on time and within scope. • Knowledge of Relevant Policies and Procedures: Advanced understanding of organisational policies, particularly related to grants,
Working knowledge	<ul style="list-style-type: none"> • 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

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.