JOB DESCRIPTION

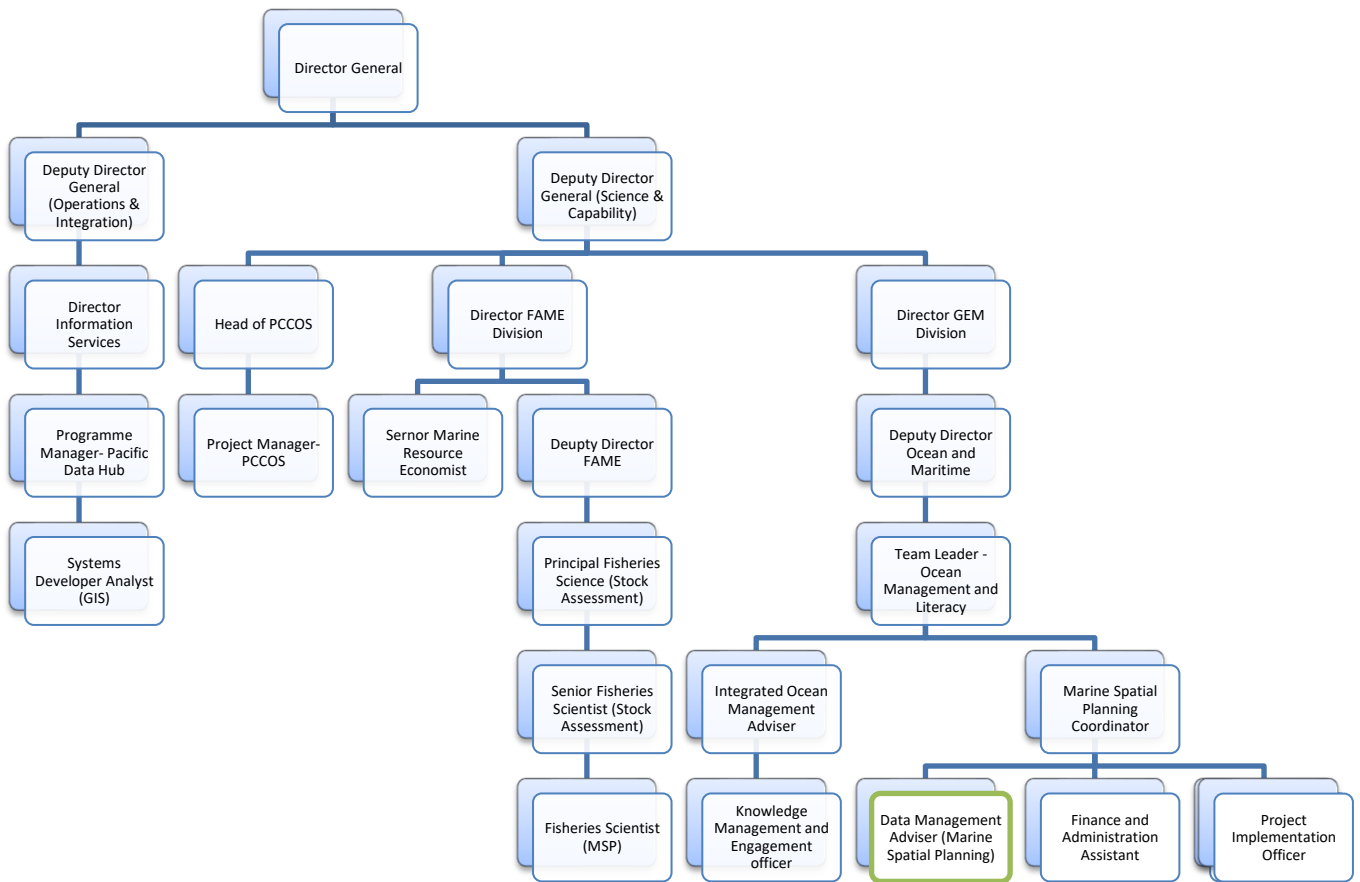|	
Job Title:	Data Management Adviser (Marine Spatial Planning)
Division/Team:	Ocean Management and Literacy, GEM Division
Location:	Suva, Fiji
Reporting to:	Marine Spatial Planning Coordinator
Number of Direct Reports:	None
Purpose of Role:	Lead the development of the frameworks for nationally centralised MSP data management for participating Pacific Island countries, supporting evidence-based marine spatial planning. The role ensures integration of governance principles, stakeholder engagement, and capacity-building to enhance sustainable data management in marine planning.
Date:	February 2025

Organisational Context and Organisation Chart

The Pacific Community (SPC) is a regional organisation assisting Pacific Island Countries and Territories to achieve their development goals by delivering technical, scientific, research, policy and training services. The SPC works across the region to assist member countries to improve resilience and support climate action, including through the implementation of national and regional donor-funded projects.

One such project is the Climate and Biodiversity-Smart (CaB-Smart) Marine Spatial Planning Project funded by the New Zealand Government Ministry of Foreign Affairs and Trade (MFAT). The purpose of this project is to support participating Pacific Island Countries in developing marine spatial plans (MSP) informed by the best scientific information available, including climate change scenarios. The Data Management Adviser (MSP) is a pivotal role for this ocean management initiative and supports SPC's ability to respond to the emerging MSP priorities of its members, working closely with the Pacific Data Hub (PDH), the Pacific Community Centre for Ocean Science (PCCOS), the Fisheries, Aquaculture and Marine Ecosystems (FAME) division, and the Geoscience, Energy and Maritime (GEM) division's Ocean and Maritime Programme, and Earth Observation programme.

About the Role

The Data Management Adviser (MSP) joins a cross-functional team that will respond to the MSP needs of SPC's member countries. The role will lead the development of centralised data governance frameworks for MSP across Pacific nations working with national government agencies and MSP stakeholder groups, and regional development partners. The role includes the development of data management and governance protocols, capacity building, stakeholder engagement, and integration of data governance principles and management frameworks to support MSP processes. The Adviser will ensure alignment with national MSP priorities, SPC's strategic goals, regional priorities, and international standards.

Organisational Chart

- Director General
  - Deputy Director General (Operations & Integration)
    - Director Information Services
      - Programme Manager- Pacific Data Hub
        - Systems Developer Analyst (GIS)
  - Deputy Director General (Science & Capability)
    - Head of PCCOS
      - Project Manager- PCCOS
    - Director FAME Division
      - Sernor Marine Resource Economist
      - Deupty Director FAME
        - Principal Fisheries Science (Stock Assessment)
          - Senior Fisheries Scientist (Stock Assessment)
            - Fisheries Scientist (MSP)
    - Director GEM Division
      - Deputy Director Ocean and Maritime
        - Team Leader - Ocean Management and Literacy
          - Integrated Ocean Management Adviser
            - Knowledge Management and Engagement officer
          - Marine Spatial Planning Coordinator
            - Data Management Adviser (Marine Spatial Planning)
            - Finance and Administration Assistant
            - Project Implementation Officer

CaB-Smart MSP Project

The Data Management Adviser (MSP) will lead the work with participating countries to develop frameworks for centralised national data storage and management for Marine Spatial Planning (MSP). The role involves coordinating with technical divisions within SPC, managing stakeholder engagement, and driving the development of workplans, data management protocols, and capacity-building activities. The role will work closely with national governments, other relevant partners at the country level, regional organisations, and other stakeholders to ensure that the project's objectives are met effectively and sustainably.

The role will be responsible for the following deliverables under the CaB-Smart MSP Project:

- Comprehensive MSP Data workplans for selected Pacific countries.
- Initial assessment of data requirements, capacities, and gaps.
- Data sharing and management protocols tailored to each country.
- Evaluation and inventory of key datasets for climate and biodiversity smart MSP.
- Recommendations and specifications for a centralised data management system within each country.
- Final project report summarising outcomes and providing regional recommendations.

Key Result Areas (KRAs):

- Project Management and Implementation
- Stakeholder Engagement
- Data Management and Protocol Development
- Knowledge Sharing

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

Jobholder is accountable for	Jobholder is successful when
KRA 1: Project Management and Implementation (20%)	**Comprehensive Workplans Delivered** • Detailed MSP project workplans, including timelines, budgets, and resource allocations,

	are developed and approved by the project Steering Committee within the first three months of the project.
○ Lead the planning, implementation, and monitoring of the project across selected Pacific countries. ○ Develop detailed workplans, schedules, and budgets to guide project activities. ○ Coordinate with SPC technical divisions (e.g., FAME, GEM, PDH) and external stakeholders to ensure alignment and collaboration. ○ Procuring professional services and managing consultants and contractors as needed. ○ Facilitate the integration of SPC's existing MSP initiatives with this project, leveraging synergies where possible. ○ Prepare comprehensive reports summarising the project's progress, challenges, and achievements. ○ Document best practices, challenges, and recommendations for future MSP-related data management processes in the region. ○ Contribute to the development of regional guidelines and frameworks for MSP based on project outcomes. ○ Manage project finances, ensuring activities are delivered on budget and in compliance with SPC's financial policies. ○ Ensure all administrative tasks, including contracting, procurement, and reporting, are completed efficiently.	**Successful Stakeholder Coordination** • Scheduled stakeholder coordination meetings result in actionable agreements, ensuring alignment across SPC divisions and external stakeholders. **On-Time and On-Budget Delivery** • Project activities and deliverables are completed within the agreed timelines and budgets, with financial reports submitted in compliance with SPC policies. **Documented Best Practices and Recommendations** • Comprehensive reports documenting lessons learned, best practices, and recommendations for future MSP data governance processes are submitted by the end of the project cycle. **Regional MSP Framework Contributions** • Regional guidelines and frameworks for MSP, incorporating project findings and outcomes, are drafted and validated by targeted stakeholders.
KRA 2: Stakeholder Engagement (30%) ○ Build and maintain strong relationships with national governments, regional organisations, NGOs, and other key stakeholders. ○ Organise and lead workshops, meetings, and consultations to engage stakeholders in the development of Frameworks for centralised MSP data storage and management for MSP). ○ Ensure the consideration of indigenous and local knowledge as a key part of the data landscape to support MSP processes, ensuring considerations respect data sovereignty and cultural sensitivities.	**Engagement Workshops Conducted** • Organise and facilitate stakeholder workshops with each participating Pacific country within the project timeline, focused on data governance in support of marine spatial planning. **Stakeholder Engagement Plans Developed** • Develop and implement a stakeholder engagement plan for each participating country, with documented strategies to address data sovereignty, cultural sensitivities, and local knowledge integration. **Stakeholder Agreements Finalised** • Secure formal data-sharing agreements or memorandums of understanding (MOUs) with key stakeholders involved in MSP data management. **Consultation Outcomes Reported** • Submit timely reports summarising the outcomes of consultations, including key insights, stakeholder feedback, and alignment progress with national MSP priorities. **Capacity-Building Participation Achieved**

	• Ensure participation of at least 80% of identified stakeholders in training or capacity-building sessions related to MSP data governance and management.

KRA 3: Data Management and Protocol Development (40%)
   o Carry out assessments of data requirements and capacities within each country.
   o Develop data sharing and management protocols, including provisions for indigenous data sovereignty.
   o Coordinate the evaluation of datasets required for climate and biodiversity-smart MSP and work with stakeholders to identify data gaps.
   o Document recommendations for a tailored centralised data management system to meet each counties requirement.
	Country-Specific Data Protocols Developed
	• Develop and finalise tailored data sharing, management, and governance protocols for participating Pacific countries, incorporating principles of data sovereignty and security.
	Comprehensive Data Inventory Completed
	• Conduct and publish an inventory of relevant datasets for climate and biodiversity-smart MSP, identifying gaps and potential sources to address these gaps in each participating country.
	Centralised Data Management Systems Proposed
	• Draft and submit technical specifications and recommendations for centralised MSP data management systems tailored to the needs of each participating country.
	Data Assessment Reports Delivered
	• Produce assessment reports for each participating country outlining existing data governance capacities, data infrastructure, data quality issues, and recommendations for improvement.
	Data Integration Frameworks Established
	• Establish frameworks and guidelines for integrating Traditional Knowledge and scientific data into centralised MSP systems, ensuring accessibility and alignment with regional governance frameworks.

KRA 4: Knowledge Sharing (10%) o Foster knowledge sharing across countries and ensure lessons learned are applied regionally.	**Regional Knowledge Repository Established** • Create and maintain a centralised repository of best practices, case studies, and lessons learned from MSP projects, accessible to all stakeholders via the Pacific Data Hub. **Knowledge Sharing Events Delivered** • Organise and facilitate regional knowledge-sharing workshops or webinars to disseminate MSP data governance insights and foster collaboration among Pacific stakeholders. **Knowledge Products Published** • Develop and distribute knowledge products (e.g., policy briefs, technical guides, or toolkits), addressing key challenges and solutions in MSP data governance and management. **Community of Practice Strengthened**

	• Establish or enhance a regional MSP Community of Practice (CoP), with regular meetings or forums to promote peer learning and networking among data managers, policymakers, and technical experts.
	Best Practice Guidelines Shared
	• Compile and distribute a set of regional best practice guidelines on MSP data governance, informed by lessons learned and stakeholder feedback, to all participating countries and stakeholders by the end of the project timeline.

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):

- Leveraging collective intelligence and multi-disciplinary data sources to support MSP processes at national level.
- Developing and delivering effective engagement activities in complex and diverse environments for audiences with varying levels of understanding and experience.
- Communicating the value and impact of MSP data initiatives to diverse audiences including executive leadership, government officials, technical experts and community groups.
- Collaboration with diverse stakeholders. Working with CROP agencies, development partners, and various technical disciplines across the Pacific region to align diverse data governance approaches and requirements. Navigating complex organisational structures and diverse interests to negotiate harmonised data governance approaches.
- Communicating the value and impact of data management initiatives to stakeholders providing tangible evidence of how data management and governance enhances decision-making and organisational performance.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
Internal	
• SPC Executive and Senior Leadership Team. • SPC technical divisions and integrated programmes, e.g., PDH, GEM, CCES, SDD, FAME and PCCOS. • Corporate services (OMD). • SPC Data Governance Steering Group, Data Governance Council, Divisional Data Governance Working Groups.	• Regular interaction with PDH Programme Manager, PDH Project Manager, SDD Management team, and other SPC programme areas for strategic alignment and collaborative initiatives. • Lead and facilitate engagement and advocacy planning, coordination, and implementation activities. • Providing operational and strategic guidance on data outreach and engagement activities. • Using SPC systems and processes to procure and manage services delivered by consultants and service providers.
External	

• Pacific Island government officials.	• Frequent engagement with government agencies, regional and international partners, NGOs, academic institutions, and other key stakeholders in the Pacific region.
• Pacific Island country MSP stakeholders, including community groups and NGOs.	
• Regional and international organisations, donors, and development partners including PIFS, SPREP, FFA, MFAT, DFAT, USAID, DFID, EU, AFD, GIZ, NIWA, CSIRO, UNESCO-IOC, ESCAP, FAO, UNDP, UNDRR, UNOCHA and other UN Agencies.	• Coordinate data outreach and engagement. activities delivered by the PDH programme.
	• Delivering training, facilitating workshops and consultations.
	• Advising stakeholders at all levels.
• Academic and research institutions.	• Lead communities of practice engagement with PICT members and regional development partners.
• Potential future data providers.	
• Contractors and consultants.	

`

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 data governance, information science, computer science, marine science, environmental management, natural resource management, GIS, or equivalent body of knowledge and experience.	• Formal training in Project and/or Change Management • Masters level qualifications in Data Governance or related field

Knowledge/Experience

Essential:	Desirable:
• At least 7 years of experience in data governance/management and project management, preferably in MSP or related fields.	• Experience working with GIS, scientific and statistical data and data management in developing countries.
• Proven experience working with diverse stakeholders, including governments, NGOs, and regional organisations.	• Experience in working across the data management lifecycle, using data governance and data value chain frameworks, and performing data capability and maturity analysis.
• Experience in geospatial data management and capacity-building initiatives.	• Ability to develop and deliver educational programs with diverse groups.
• Deep knowledge of data infrastructure, data governance, data management best-practice, and experience in documenting requirements and developing specifications.	• Experience in integrating the FAIR and CARE principles into data governance frameworks and data management practice.
• Familiarity with the Pacific region's environmental and cultural context is essential.	

Key Skills/Attributes/Job Specific Competencies

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

Expert level	• Excellent communication and interpersonal skills, with the ability to engage and build relationships with a wide range of stakeholders. • Ability to engage and influence diverse stakeholders. • Strategic thinking, creativity in outreach approaches, proficiency in digital communication tools, and fluency in English. • Exceptional presentation skills to articulate complex concepts to diverse audiences. • Ability to manage budgets and financial reporting. • High level of cultural sensitivity and understanding of data sovereignty issues in the Pacific region.
Advanced level	• Strong collaborative skills to work with cross-functional teams, external partners, and stakeholders. • Ability to analyse complex data-related issues, identify trends, and propose data-driven solutions. • Workshop/training facilitation skills. • Strong project management skills.
Working knowledge	• Familiarity with data protection and privacy regulations, including regional and international frameworks. • Understanding of data management and data governance concepts, importance, and benefits. • Capability to create clear and concise documentation and guidelines. • Awareness of current trends and emerging technologies in data governance and data management.
Awareness	• Understanding of the significance of data security and data privacy. • Basic knowledge of relevant data regulations and compliance requirements. • Basic understanding of data architecture and data modelling concepts. • Awareness of the value of data and the importance of data-driven decision-making. • Cultural sensitivities and communication protocols across diverse regions and countries. • The importance of gender equality, social inclusion, and human rights in development. • SPC rules, policies, and procedures.

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
• Strong leadership qualities, including the ability to inspire and influence others
• Exceptional communication to articulate complex data concepts clearly to diverse audiences, including executives, stakeholders, and technical teams.
• Adaptability and openness to continuous learning to stay updated with industry/sectoral trends and best practices.
• A high level of ethical awareness and a commitment to data privacy and security.
• A high degree of empathy to understand the concerns and needs of different stakeholders.

- Resilience and perseverance to overcome obstacles and maintain momentum.
- Approachable and the ability to foster an environment of teamwork and cooperation among different teams.
- Strategic thinking and the ability to align data initiatives with the organisation's long-term goals and objectives.
- A strong advocate for the value of data, promoting data as a critical resource for decision-making and supporting sustainable development.

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.