



## JOB DESCRIPTION

<b>Job Title:</b>	Gender-Based Violence Advisor – Prevention and Response
<b>Division:</b>	Human Resources – Operations and Management Directorate (OMD)
<b>Location:</b>	Suva, Fiji
<b>Reporting to:</b>	Senior Human Resources Manager - Employee Relations, Operations and Advisory, with matrix reporting to the Human Resources Director and the HRSD Team Leader on Mainstreaming and Capacity Building
<b>Number of Direct Reports:</b>	1 – Training and Capacity Building Officer
<b>Purpose of Role:</b>	<p>The Advisor – Gender-Based Violence – Prevention and Response (GBV Advisor) is responsible for guiding and managing One SPC oversight and implementation of the SPC Domestic Violence Policy (DV Policy) including the new DV Policy Standard Operating Procedures (SOP). This includes associated awareness raising, improved compliance, prevention of harmful behaviours and promotion of a safe and inclusive work environment.</p> <p>The GBV Advisor is not required to be a GBV Counsellor but must have a solid understanding of GBV counselling and case management, knowledge of GBV referral pathways in the Pacific as well as knowledge and experience working with GBV data and key issues in the Pacific context. The position is key to leading the implementation and promotion of the DV Policy across the SPC.</p> <p>With overall strategic coordination by the Human Resources Director, this role will lead the One SPC HR practices and objectives to provide an employee-orientated and high-performance culture which promotes empowerment and equality and rejects domestic and family violence. This will entail providing effective, timely and responsive support to staff experiencing domestic violence.</p>
<b>Date:</b>	November 2024

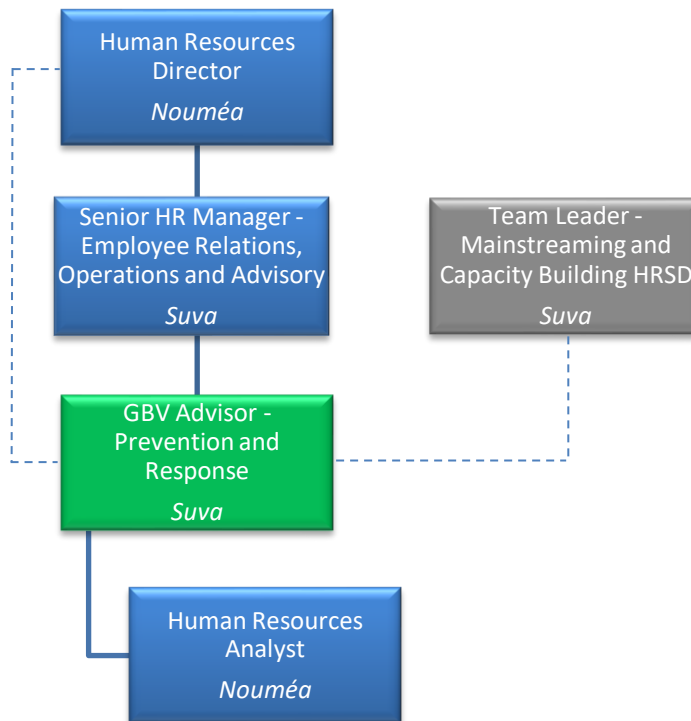
### Organisational Context

The Operations and Management Directorate (OMD) provides corporate services to all SPC Divisions and Programmes. It consists of three key departments: Finance, Human Resources and Information Services. OMD is focused on improving the effectiveness of systems, policies and management to provide high-quality customer-oriented services.

The Advisor on Gender-Based Violence (GBV) Prevention and Response will provide expert guidance and strategic support to enhance the prevention, response, and policy development around DV/GBV within SPC. This role includes developing and implementing capacity development trainings, evidence-based initiatives, facilitating training, and strengthening capacities across SPC to address DV/GBV and related issues on workplace safety support systems.

The GBV Advisor will work with the Human Rights Division and SPC Senior Leaders to support survivor-centred approaches, ensure effective case management, and promote multi-sectoral collaboration to create safer environments. Additionally, the Advisor will contribute to monitoring, evaluation, and learning activities, utilising data to inform policies and improve service delivery and advocacy efforts. All actions will be guided by the SPC Manual of Rules and the applicable policies and rules.

**Organisation Chart**



**Key Result Areas (KRAs):**

The position of Gender-Based Violence Advisor – Prevention and Response encompasses the following major functions or Key Result Areas:

1. Technical Advice and System Management (30%)
2. Capacity Building – Prevention, Response and Advocacy (30%)
3. Learning Management Schedule (25%)
4. People Management, HR Reporting and Analysis (15%)

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

Jobholder is accountable for	Jobholder is successful when
<p><b>KRA 1: Technical Advice and System Management</b></p> <ul style="list-style-type: none"> <li>• Develop a workplan to implement GBV/DV actions across SPC through the HR Division and Senior Leadership Team – based on the 2022 Leader/Audit Recommendations.</li> <li>• In collaboration with Legal and Human Resources, lead implementation the SPC Manual of Staff Policies, Chapter XI, Work Culture and Behaviours, relating to addressing</li> </ul>	<ul style="list-style-type: none"> <li>• Workplan on GBV/DV activities developed with clear actions, timeframe required resources.</li> <li>• The DV policy is successfully implemented with positive feedback from staff.</li> <li>• Confidentially and sensitively manage DV cases as the position is a key focal point for all DV related cases.</li> </ul>

<p>DV, using the Standard Operating Procedures (SOPs) or similar endorsed framework/guidance notes.</p> <ul style="list-style-type: none"> <li>• Conduct periodic review and update the DV SOP as required.</li> <li>• Develop a case management system to support queries and issues.</li> <li>• Supports SPC Divisions to onboard Wellbeing Focal Points or similar roles once in place to implement GBV/DV response and protection activities.</li> <li>• Provides oversight, supervision, and support to Wellbeing Focal Points in their DV support role.</li> </ul>	<ul style="list-style-type: none"> <li>• HR systems adapt to a ‘survivor-centred’ approach to ensure queries and issues are resolved using the systems.</li> <li>• Annual review of the DV SOP/Guideline is conducted and findings submitted to the HR Director and Senior Leadership team.</li> <li>• Divisions are supported adequately and resourced with Wellbeing Focal Points or similar roles.</li> </ul>
<p><b>KRA 2: Capacity Building – Prevention, Response and Advocacy</b></p> <ul style="list-style-type: none"> <li>• Develop and implement a capacity building development plan for SPC staff, Wellbeing Focal Points, Management and Senior Leadership Team to prevent and respond to GBV/DV internally.</li> <li>• Design, develop and implement a SPC Respect at Work Program.</li> <li>• Establish a Directory of GBV/DV Services and referral pathways are current for each SPC office.</li> <li>• Advance protection and response against GBV/DV and harassment in the workplace.</li> <li>• Work collaboratively with HR to ensure proper support is provided to staff affected and that timely resolution of cases are managed accordingly.</li> <li>• Collects and analyses confidential anonymized (non-identifying) data on DV within SPC to produce reports and raise key trends and evidence-based.</li> <li>• Provides technical support to the communications team to develop prevention and response tools within SPC i.e., posters, calling cards.</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity development plan on DV/GBV and workplace awareness and safety developed and implemented.</li> <li>• DV/GBV prevention and response tools within SPC are developed, disseminated and promoted.</li> <li>• Mandatory SPC Respect at Work Program Training Sessions delivered regularly for all SPC Staff.</li> <li>• Implement a strategic plan including promotional and training materials, to build the capacity of SPC staff to better understand gender equality, and its role in preventing gender-based violence.</li> <li>• Increased capacity amongst SPC staff to understand and be able to apply the DV/GBV provisions of the SPC Manual of Staff Policies and respond to recommendations from the 2022 Leadership/Gender Audit.</li> <li>• Organise periodic capacity building and awareness activities on gender equality, human rights to address DV.</li> <li>• Each SPC office’s Directory of DV Services is maintained to be current at regular intervals annually.</li> </ul>
<p><b>KRA 3: Learning Management Schedule</b></p> <ul style="list-style-type: none"> <li>• Coordinate with HRSD and the Women in Leadership Programme to develop/implement gender and GBV/DV training materials for SPC staff, Wellbeing Focal Points, Management and Senior Leadership Team including beginner and refresher curriculums.</li> <li>• Implement rollout of mandatory self-paced courses which includes GBV/DV, Child and Vulnerable Adult Protection, Anti-Bullying, Anti-Harassment and Discrimination.</li> <li>• Develop an M&amp;E and Learning plan to</li> </ul>	<ul style="list-style-type: none"> <li>• Development and implementation of a capacity building programme for the SOP implementation approach to the DV Policy for SPC staff, Wellbeing Focal Points, Management and Senior Leadership, is finalised and implemented by HR.</li> <li>• Full compliance of all SPC staff on completing mandatory training including self-paced courses.</li> <li>• Training sessions, including tools and resources, are mobilised and systematically provided to support SPC Managers, Senior</li> </ul>

<p>monitor and track trainings and relates needs.</p> <ul style="list-style-type: none"> <li>Facilitates regular lessons learned and reflective discussion sessions with well-being focal points and Senior Leadership Team.</li> <li>Deliver and evaluate the range of Gender and DV capacity building to SPC staff, Wellbeing Focal Points, Management and Senior Leadership Team at each SPC location.</li> <li>Utilise reflection and lessons learned to update the DV Policy, and the Standard Operating Procedures as needed.</li> </ul>	<p>Leadership and Wellbeing Focal Points.</p> <ul style="list-style-type: none"> <li>Increased capacity of SPC management and Wellbeing Focal Points or similar support person effectively promote and assist SPC staff to understand and use the DV Policy.</li> <li>Regularly review and update capacity building delivered, based on feedback, data and research.</li> </ul>
<p><b>KRA 4: People Management, HR Reporting and Analysis</b></p> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>Report regularly to the Human Resources Director and conducts internal advocacy to highlight emerging organisational issues related to DV.</li> <li>Supervision of staff, including leave approvals, management plans and performance appraisals staff.</li> <li>Creating a team environment that fosters and develops effective working relationships and high performance.</li> <li>Building a strong and effective team capable of providing services of the highest quality.</li> <li>Provide mentoring and leadership to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Regular updates and reports to the Human Resources Director and other members of the SPC Senior Leadership Team as required.</li> <li>Manage Staff leave, performance and development process are well managed.</li> <li>Performance appraisals are completed on time and are constructive.</li> <li>Regular feedback, coaching and mentoring is provided.</li> <li>Use data collected to conduct regular reviews of the implementation of the DV Policy and progress recommendations to overcome any issues.</li> </ul>
<p><b>HR Reporting and Analysis</b></p> <ul style="list-style-type: none"> <li>Set up safe, secure, and confidential anonymized (non-identifying) data collection on DV and gender related issues within SPC.</li> <li>Manage data collected, compile and assist with data reports and summaries for HR related to DV.</li> <li>Manage report findings to raise issues related to staff accessing entitlements benefits for DV survivors.</li> <li>Recommend and seek support to conduct internal gender and DV research.</li> <li>Conduct regular reviews of the implementation of the DV Policy.</li> <li>Support audit related queries and documentation and compliance requirements with key stakeholders including from donor and development partners.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and provide recommendations to increase usage of the DV Policy and to better address the prevalence of DV experienced by staff, as survivors and perpetrators.</li> <li>Manages report findings to raise staff entitlement issues and then progress solutions to ensure access for staff DV survivors.</li> <li>Design and implement – with assistance if required – internal gender and DV research.</li> </ul>

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):

- Implement the DV SOP/Guideline and other safeguards as agreed on by the SPC Senior Leadership team to create a safe and enabling environment for staff, programmes and operations.
- Central to the role will be providing support DV Policy training lessons to the SPC Senior Leadership team and to SPC Wellbeing Focal Points once appointed. This includes supporting divisions to onboard Wellbeing Focal Points using a systematic approach and criteria and providing ongoing direct support to the focal points.
- Building understanding and consensus across SPC management and staff on gender equality and social inclusion and the negative impacts of GBV and domestic violence on staff, families and communities.
- The GBV Advisor is responsible for provided oversight and support to the Wellbeing Focal Points, across all divisions.
- *Wellbeing Focal Points or similar role:* Will exist within each of SPCs 9 divisions (Climate Change and Environmental Sustainability, Educational Quality and Assessment, Fisheries, Aquaculture, and Marine Ecosystems, Geoscience, Energy and Maritime, Human Rights and Social Development, Land Resources, Public Health, Statistics for Development, and Integrated Programmes). A Wellbeing Focal Point is trained to provide guidance and support to staff who are DV survivors, on the application of the domestic violence policy within SPC – they will not be counsellors nor expected to counsel staff. Their role is to know the DV Policy and its processes; to always provide a ‘do no harm’ and ‘survivor-centred’ approach; be aware of referral services if the survivor requests information; and to follow SPC processes and rules.

### 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>• Donor partners and funding agencies.</li> <li>• International development agencies, civil society and other partners working in GBV.</li> </ul>	<ul style="list-style-type: none"> <li>• Informing, communicating and for cooperation / collaboration / partnership purposes.</li> </ul>
<p><b>Internal</b></p> <p>Key internal contacts are:</p> <ul style="list-style-type: none"> <li>• HR Director</li> <li>• Director-General</li> <li>• Principal Strategic Lead – Pacific Women</li> <li>• Programme Coordinator, Women in Leadership</li> <li>• Gender and HR Advisor</li> <li>• HRSD Team Leader – Mainstreaming and Capacity Building</li> <li>• PWL GBV Adviser</li> <li>• Manager Programmes (Pacific Women Lead)</li> <li>• Direct reports</li> <li>• HR Team Leaders</li> <li>• HR Advisors and Officers</li> <li>• SLT and Divisional Directors</li> <li>• SPC Technical staff</li> <li>• SPC Gender Community of Practice</li> <li>• SER Policy Team</li> </ul>	<ul style="list-style-type: none"> <li>• Advising on issues and opportunities, as well as ongoing progress of the DV Policy’s implementation.</li> <li>• Providing strategic advice.</li> <li>• Providing technical assistance.</li> <li>• Providing technical oversight and collaborating to facilitate effective work practices.</li> <li>• Leading, supervising, mentoring and support, conflict resolution.</li> <li>• Giving / receiving and informing.</li> <li>• Gaining cooperation, influencing, negotiating.</li> <li>• Collaboration in the implementation of activities.</li> <li>• Influencing uptake of the DV Policy.</li> </ul>

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**Level of Delegation:**

Routine Expenditure Budget: *approximate annual operational budget – 30,000 EUR*

Budget Sign off Authority without requiring approval from direct supervisor: *50 EUR*

**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:
<ul style="list-style-type: none"> <li>A postgraduate qualification in a relevant field such as gender studies, social sciences, public policy, international relations, development studies, or equivalent body of knowledge and experience.</li> </ul>	<ul style="list-style-type: none"> <li>Master’s degree in gender studies, social sciences, public policy, international relations, development studies or a related field.</li> </ul>

**Knowledge/Experience**

Essential:	Desirable:
<ul style="list-style-type: none"> <li>At least 10 years of experience working in the gender-based violence (GBV) sector in the Pacific as a counsellor or coordinator.</li> <li>Skilled in a wide range of capacity-building modalities involving GBV and related disciplines.</li> <li>Experience implementing DV/GBV or safeguards in a medium to large organisation.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a similar position with complex multi-donor, multi-stakeholder, multi-disciplinary, and multi beneficiary projects.</li> <li>Proven ability to negotiate with a management team to drive change to reduce GBV impacts in the workplace.</li> <li>Experience in or have transferable knowledge on mainstreaming gender equality, human rights-based and social inclusion approaches.</li> </ul>

**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>Experience in a complex multi-donor, multi-stakeholder, multi-disciplinary, and multi beneficiary GBV project working at an organisational level.</li> <li>Team management.</li> <li>Communication, coordination, report writing, and relationship building.</li> <li>Ability to rapidly assimilate ‘new’ information.</li> <li>Critical, robust and inclusive assessment of alternative strategies and options.</li> <li>Adult education and learning (andragogy) principles, approaches and methods.</li> </ul>
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Advanced level	<ul style="list-style-type: none"> <li>• Financial and results-based reporting requirements for SPC and for donor partners.</li> <li>• Familiarity with commitments to GBV at the national, regional and international levels.</li> <li>• Ethics, including implementation of 'Do no harm' principle.</li> <li>• Project and programme management.</li> </ul>
Working knowledge	<ul style="list-style-type: none"> <li>• GBV rights-based and survivor centred approaches.</li> <li>• Strategic planning, monitoring, evaluation and learning.</li> <li>• Establishing and maintaining communities of learning, innovation and practice.</li> <li>• Resource mobilisation / project proposal and funding cycles, requirements of current and potential donor partners.</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• SPC Regulations and Policies.</li> <li>• SPC sectoral work in agriculture, fisheries, geoscience, maritime, energy, disaster risk reduction and management, climate change adaption and mitigation, education assessment, public health, statistics for development.</li> <li>• Pacific cultures.</li> <li>• Development partners work in the Pacific.</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

### 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.