

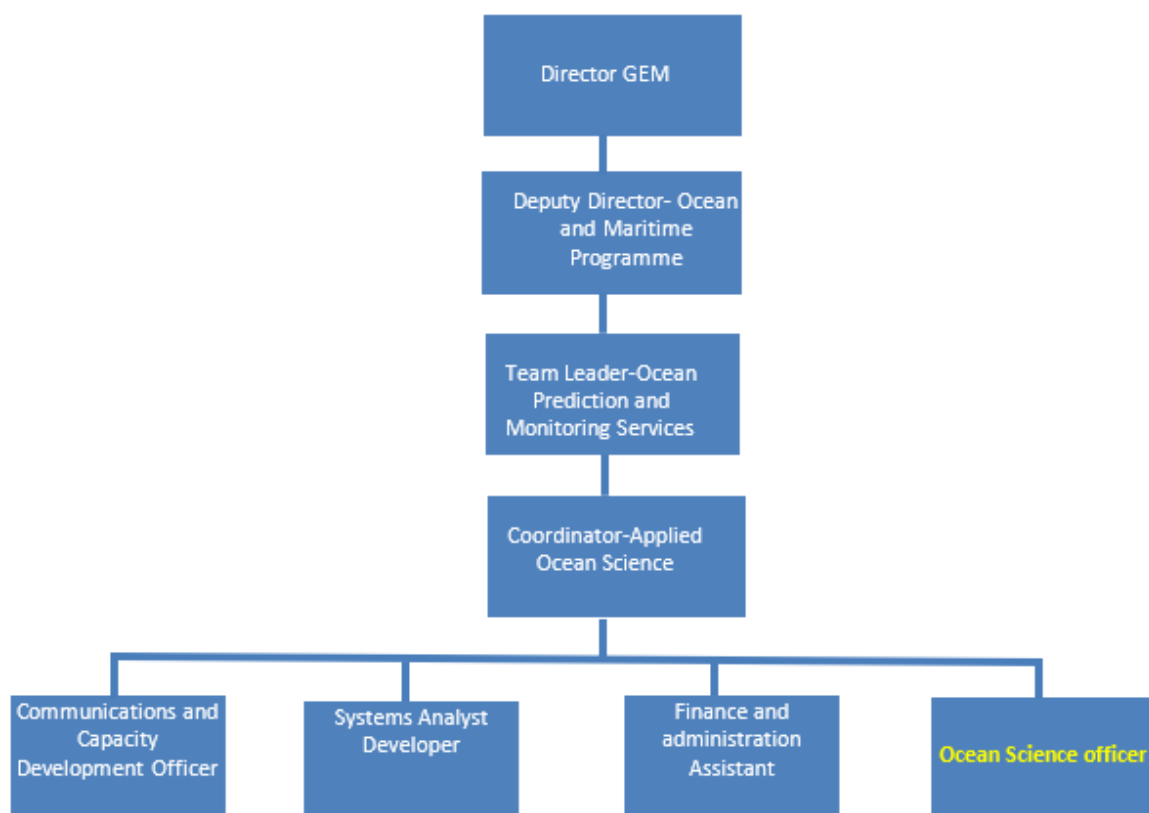


JOB DESCRIPTION

Job Title:	Ocean Science Officer
Division/Programme and Section/Project (if any):	Oceans and Maritime Programme/Geoscience Energy and Maritime Division
Location:	Suva, Fiji
Reporting to:	Coordinator, Applied Ocean Science
Number of Direct Reports:	N/A
Purpose of Role:	The Ocean Science Officer will support the technical and applied science activities of the Oceans and Maritime Program, including planning, surveying, development of tools and products and associated documentation, training, and reporting. More specifically, the jobholder will develop technical tools and methodologies to support the Ocean Portal and other areas of work related to climate, ocean, coast and sea level products; provide quality technical support and advice on integrated ocean management to stakeholders; ensure that products, information and data are relevant and accessible; and that partners have the understanding and skills to use the products and information.
Date:	July 2023

Organisation Context:

The Geosciences, Energy and Maritime (GEM) Division of SPC is comprised of three programmes: 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 it is organized in three thematic areas: i) Maritime Affairs ii) Ocean Management and Governance; iii) Ocean Prediction and Monitoring.



Key Result Areas:

The position of Ocean Science Officer encompasses the following major functions or Key Result Areas:

1. Project Support - 20%
2. Information Management, Training, and Knowledge Sharing - 40%
3. Technical analysis and product development - 40%

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

Jobholder is accountable for	Jobholder is successful when
<p>Project support (20%)</p> <ul style="list-style-type: none"> • Support national and regional projects in their data acquisition, including fieldwork, and reporting obligations • Assist in drafting concepts for projects and for upscaling / replication of projects, ensuring that these meet the objectives of the workplan and requirements of SPC members • Strengthen the coherence of the Ocean Science component of the Program and its contribution to the outcomes of the Division • Provide support to the Coordinator and Manager as relates to the COSPPac projects and reporting requirements • Undertake reporting and applied research into issues/science that cut across the coastal and ocean sectors 	<ul style="list-style-type: none"> • Country engagements and surveys are planned and implemented in a safe and timely manner • New data collected is of good quality and information that is derived is fit for purpose and well documented • Final beneficiaries have access to information about projects and related data • National coastal and ocean products are applied, and integrated management plans evolve • Close and productive linkages between COSPPac components and other regional and national projects are facilitated and strengthened

<ul style="list-style-type: none"> Consult with other areas of work and partners as required, and attend national and international conferences and meetings of committees 	
<p>Information Management, Training, and Knowledge Sharing (40%)</p> <ul style="list-style-type: none"> Responsible for operational tasks on the Ocean Portal such as; updates are available (weekly/monthly), update wave hindcast data (monthly), ad-hoc maintenance due to third party changes Respond to feedback, bug reporting, and new feature recommendations Service data requests from stakeholders and industry partners Support online information sharing and accessibility for stakeholders with a client focused approach Support relevant training, professional attachments and internships, e-learning and reference material on ocean climate science information for the Pacific, as well as contribute to the delivery of this training in the Pacific. Forge close linkages with other climate and weather information services and projects and as required attend national and international conferences and meetings of committees relating to the operation of the Ocean Portal and other projects 	<ul style="list-style-type: none"> Ocean Portal is online and fully operational without interruptions Site visits and downloads increase Training is conducted, feedback is sought and incorporated to improve future trainings Learning tools are developed, updated and distributed Applications of forecasting and outlooks in the marine sector are supported Strong cross-sectoral linkages are developed and products are widely disseminated as evidenced through national, regional, and international coordination meetings and conferences
<p>Technical analysis and product development (40%)</p> <ul style="list-style-type: none"> Contribute content to and shape the direction of the Ocean Portal Contribute to the content and layout of annual tide calendars and support the publication and distribution Forge relationships with ocean-related industries and sectors to understand how they use information in their decision-making Lead preparation or contribute to analytical work to develop new knowledge products e.g. outlooks, maps, forecasts etc. Contribute to the development of scientific algorithms and write functions in an appropriate language (i.e. Python) to assist with complex requests and appropriate data analysis Undertake assessments and validation of ocean climate data/information by acquiring and developing datasets and test cases for the rigorous testing of algorithms 	<ul style="list-style-type: none"> New features of the Ocean Portal are developed Successful application of ocean related information for a specific sector or industry Tide calendars and other products are improved, feedback is sought and incorporated Computer code and algorithms are in place for testing and to support stakeholder requests and improve service delivery Sector specific information-based tools are developed and have demonstrated impacts on decision making

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.

Work Complexity:

Most challenging duties typically undertaken:

- Manage ad hoc requests made outside of the agreed work plan
- Work in remote locations under difficult environmental conditions for extended periods of time including poor sanitary facilities, malaria, etc.
- Work with people from different backgrounds according to culture and work ethics
- Engaging with practitioners and professionals from sectors and disciplines not related to ocean or climate science

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
External	
<ul style="list-style-type: none"> • External - Technical partners within international and regional organisations such as NIWA, NOAA, BoM, GA, LINZ, UNDP, IRD, SPREP, DFAT, etc 	Collaborate on country specific activities and regional initiatives, preparing documents, training workshops, etc.
<ul style="list-style-type: none"> ▪ National entities in member countries such as Meteorological departments, Lands and Survey Departments, and maritime sectors, etc., including other sectors such as health and fisheries etc. ▪ Member country counterparts, Technical level 	Technical exchange, seeking/giving advice and support, product development, preparing and conducting training workshops, etc.
<ul style="list-style-type: none"> ▪ Consultants, companies and service providers, e.g. publications editors, printers, training consultants, specialists, etc. 	Liaising on products and services, checking and testing outputs, delivery of outputs, assisting with the procurement of services
Internal	
<ul style="list-style-type: none"> ▪ Management Team 	To seek approval and advice for various tasks, e.g. workplan and activities Planning activities and tasks Budgeting and reporting
<ul style="list-style-type: none"> ▪ Unit Team Leaders ▪ Colleagues and peers ▪ Administrative and support personnel ▪ Technical leads within other SPC programmes, e.g., transport and fisheries 	Maintain internal contacts Day to day tasks Provide advice and guidance on tasks Managing workflow and seeking outputs Collaborative report writing Plan field schedules and logistics administrative matters and managerial arrangements.

Level of Delegation:

- Routine Expenditure Budget: accurately handle and acquit sums of cash up to \$8000 FJD during country visits
- Budget Sign off Authority without requiring approval from direct supervisor: 0 EUR

Person Specification:

Qualifications

Essential:	Desirable:
<ul style="list-style-type: none">• Postgraduate level in natural sciences preferably climate science, oceanography or related discipline	<ul style="list-style-type: none">• Working experience in the Pacific in the areas of climate change adaptation and disaster risk reduction

Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none">• 7 years' experience of technical and applied science activities including planning, surveying, and development of associated tools and products.• Experience in reporting and conducting applied research into issues/science with focus on coastal and ocean sectors• Writing scripts and algorithms using Python/Matlab• Ability to interpret, translate and communicate results and findings into material accessible to the general public familiarity with climate science• Strong Integrative and collaborative skills with ability to undertake cross-sectoral work• Ability to deliver in a dynamic environment with multiple demands and quick turnaround of outputs• Experience in designing and delivering training on climate and/or ocean science concepts	<ul style="list-style-type: none">• Applied research experience in support of marine and oceanic applications

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"> • Efficient processing and manipulation of large datasets • Collate results of analysis and write reports • Visual display and generation of maps derived from larger datasets • Version management of software • Ability to lead or contribute to analytical work
Advanced level	<ul style="list-style-type: none"> • Familiarity with Pacific climate drivers and oceanic processes • Excellent report writing and communication skills • Demonstrated ability to build strong networks to achieve results across sectors • Carry out country visits to collect new data including GIS work • Plotting maps and graphs using open source software • Manipulating and updating e-learning tools
Working Knowledge	<ul style="list-style-type: none"> • Backend database management • meteorological knowledge and weather patterns
Awareness	<ul style="list-style-type: none"> • Familiarity with the various strategies, frameworks, and roadmaps that guide climate change adaptation and disaster risk in the Pacific

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
- Ability to think and act on initiative
- Highly motivated and strong affinity to teamwork

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.