



JOB DESCRIPTION

Job Title:	Climate and Environmental Risk Mitigation officer
Work unit:	Climate Change and Environmental Sustainability Programme (CCES)
Location:	Noumea, New Caledonia
Reporting to:	SER Senior Adviser
Responsible for:	No direct reports.
Purpose of Role:	This position is focusing on the SPC Social and Environmental Responsibility policy implementation, contributing directly to pillar 2 and 3, operations and programmes. This position will conduct its duties and responsibilities at corporate and programmatic levels, liaising with SPC internal services and requirements, ensuring highest standard for SPC's Social and Environmental safeguards for SPC operations and activities.
Date:	April 2023

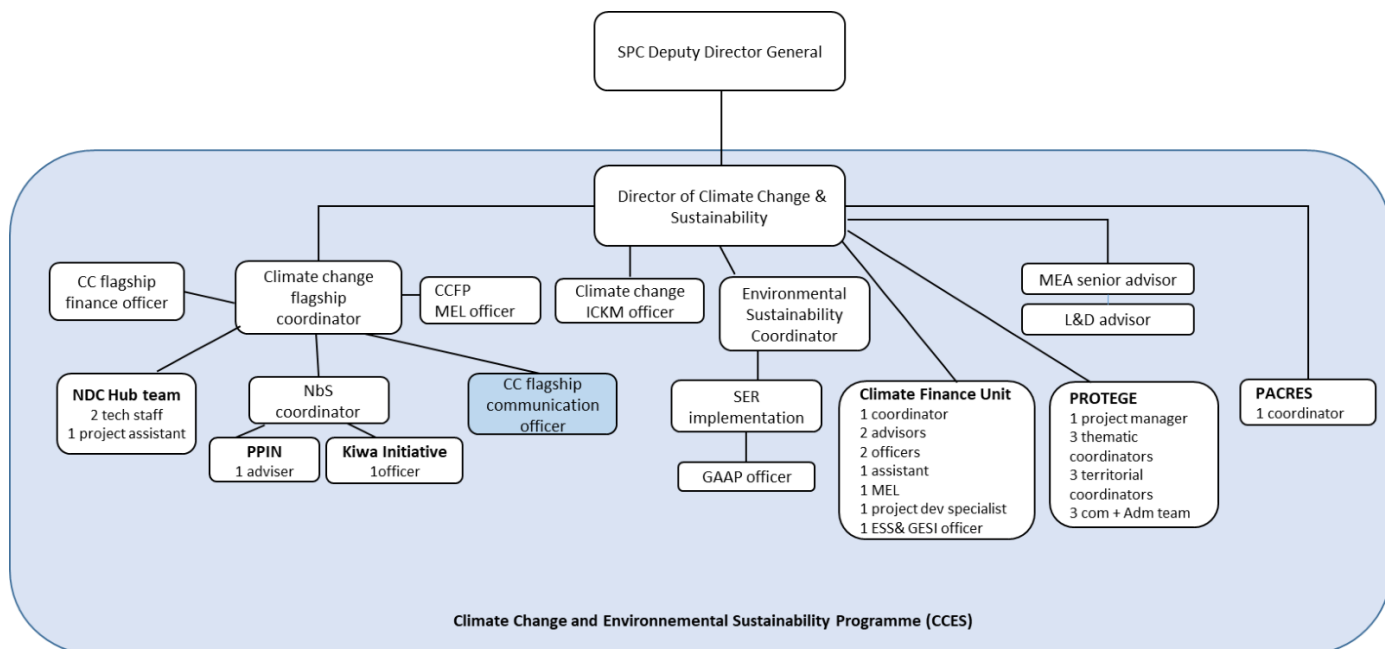
Organisational Context and Organisation Chart

SPC is committed to bringing together our deep sectoral expertise, research, relationships, and implementation experience into Flagship Programmes. These programmes accelerate our efforts to address the challenges and opportunities facing the Blue Pacific in the 21st century, and work together with our members and achieve impact for Pacific people They support a transformation in our institutional effectiveness as part of SPC's Strategic Plan 2022-2031 and the 2050 Strategy for a Blue Pacific.

The **threat of climate change** demands SPC take a whole of organisation response to this critical regional challenge. SPC is in the process of developing and strengthening a more strategic and integrated approach of climate change, through a **Climate Change Flagship Programme (CCFP)**. This flagship seeks to enhance climate change services and capability in a more wholistic, strategic, and cohesive way.

The CCFP aims to bring greater visibility to the breath of SPC's climate change action and related resilience work, progress this in a manner consistent with the demand for ambition and support from members and leverage the commensurate resources to support this. This aligns directly to the implementation of KFA 1: "Resilience and Climate Action" which is at the centre of the new SPC Strategic Plan and should also help to more clearly define SPC's value add to the region in the climate change space and its complementarity with the capability and services of other regional architecture supporting our members. The **Climate Change and Environmental Sustainability Programme (CCES)** is charged with facilitating its development and implementation, however all divisions, teams and programmes of SPC are also contributing.

The CCFP will be informed by SPC's Strategic Plan, the FRDP, climate change priorities espoused by the Heads of sector meetings convened by SPC, its Governing Council, the 2050 Strategy, Pacific priorities in climate change negotiations and national policies.



Organizational chart of the finance Officer within CCES

Key Result Areas (KRAs):

The climate and environmental risks mitigation officer is a cross cutting position which will be in interaction with most of SPC science and capabilities divisions. Her/his work will consist into 2 major components, first a climate mitigation component, with the overall assessment of each of the climate flagship activity impact, and also for the overall mitigation of SPC environmental risks.

The role entails working in collaboration with SPC’s Strategy, Performance and Learning team, Operations and Management Directorate and with all technical divisions to strengthen the development of socially and environmentally responsible operations, programs and projects. In addition, it requires working with SPC’s partner organizations, including regional and national partners, to enhance environmental and social safeguards within their own institutions.

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

Jobholder is accountable for	Jobholder is successful when
KRA1 – coordination of SPC Climate change mitigation process throughout SPC (40%)	
<p>Operations pillar of SER Action Plan (corporate)</p> <ul style="list-style-type: none"> Lead and facilitate the collection of data of SPC’s yearly GHG emissions for further analysis. Ensure adequate undertaking of internal energy savings measures and promote the implementation of cost-effective measures for emissions reduction (feasibility studies, developing funding proposals, and oversight of the work) Coordinate the implementation of SPC’s carbon neutrality fund in partnership with divisional focal points, finance director and SPC executive for the smooth adoption of Carbon internal offsetting activities for SPC’s residual emissions 	<ul style="list-style-type: none"> An annual GHG emissions inventory is prepared and included into SPC’s annual report documenting progress towards achieving SPC’s emissions reduction target Recommendations from Suva and Noumea energy audits are formulated to upgrade facilities and reduce GHG emissions through appropriate technologies SPC policies fully embody the organisation’s engagement in climate resilience Insetting projects are being developed under the carbon neutrality funds and implemented to compensate for SPC residual emissions.
KRA 2: Management of Climate impact mitigation (40%)	
<p>Programme pillar of SER Action Plan (programmes OR activities)</p> <ul style="list-style-type: none"> Lead the provision of advice and support to divisions on the assessment and management of 	<ul style="list-style-type: none"> divisions acknowledge the added value of Climate change impact calculation and mitigation for sustainability purpose

<p>projects climate change impact – (through GHG emissions mainly)</p> <ul style="list-style-type: none"> Undertake SER risks and impacts assessment within project activities using SER screening processes: ensuring that projects formulated under the CC flagship and for SPC CC portfolio in particular, are being assessed using adequate software (such as ExACT or equivalent e.g) for their environmental and climate related risks and impacts, including the identification of low carbon opportunities for SPC projects. Lead the mainstreaming of environmental and CC risks assessment and mitigation processes across all SPC project activities and technical divisions programmes, in partnership with the SER support team and SER practice group: conduct calculations and CC impact analysis during project design stage, ensure this impact is monitored throughout project implementation for adjustment and reporting purpose. Build division capacity on environmental and climate change risks and impact for project and programme’s activities using appropriate dissemination tools Ensure relevant inclusion of mitigation measures throughout project implementation 	<ul style="list-style-type: none"> SPC climate change related work implemented under the CC flagship (in SPC technical divisions) is assessed for CC impact Mitigation measures for Social and environmental sustainability are adopted on a routine basis for all SPC projects related risks. Divisions have a good understanding of what environmental and climate risks are and are able to address those risks and impacts during the project design stage Divisions are engaging with the SER team to ensure adequate environmental and climate risks are addressed for SPC activities
<p>KRA 3: Development of outreach activities as per the CCES strategic plan (20%)</p>	
<ul style="list-style-type: none"> Facilitate engagement and partnerships with national and international organisations in the field of climate and environmental risks mitigation to ensure SPC collaboration with regional partners Support SPC audit and risks team to enhance overall understanding of climate and other SER risks as part of SPC risks mitigation strategy Support the development of appropriate mainstreaming tools and engagement processes designed by the SER team to ensure SER risks mitigation Support SER team in the MEL process to ensure adequate monitoring of SER including through more institutionalised processes. 	<ul style="list-style-type: none"> Opportunities are assessed and initiatives designed for partnership with international and regional organisations (eg. CROPs, CTCN, UNITAR, etc.) All divisions business plans and SPC’s corporate strategic plan and projects include a relevant SER risks management component as part of their risk’s mitigation strategy Divisions are including within their CC project the consideration of Climate and SER risks and are including and reporting on mitigation actions. A set of awareness material is accessible to division onto SPC intranet or learning platform to ensure relevant upholding of the SER risks assessment and management

Note:

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):

Climate and Environmental risks mitigation implementation under the SER policy:

- Creating a shared understanding across the organisation of climate and SER risks mitigation
- Without hierarchical authority, working and influencing effectively and efficiently across a wide spectrum of project/activity delivery and policy advice and coordination.
- Designing and conducting processes to ensure that all of SPC’s programmes and projects are environmentally responsible and are going through climate risks assessing if under the CC flagship umbrella
- Collaborating with CROP agencies and other partners to strengthen SER at a regional level: identification of a network and regional opportunities.

Other responsibilities:

- Managing a diverse range of tasks.
- promptly responding to multiple, ad-hoc and often urgent requests for advice, prioritize.

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • CROP agencies/ regional partners: USP, SPREP, WWF, CI, EU, GIZ, IUCN • SPC member countries and territories • External consultants and/or contractors 	<ul style="list-style-type: none"> • Recruitment and oversight of technical assistance • Collaboration with other CROP agencies for the design of social and environmental responsibility measures • Speaker and presentation of SPC ‘s environmental and social safeguards • Preparation and submission of project proposals and concept notes
<p>Internal</p> <ul style="list-style-type: none"> • SER senior adviser, Senior Advisor CC MEAs, CFU, and CCES director • Division staff • SPC teams OMD, HRSD : HR/ICT/Finances 	<ul style="list-style-type: none"> • Contributing to the implementation of the SER Action Plan • Delivery of training on SER and facilitation of workshops • Ensuring cooperation uptake of SER

Level of Delegation:

- Routine Expenditure Budget: Routine Expenditure Budget: N/A
- Budget Sign off Authority without requiring approval from direct supervisor: N/A

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"> • A Degree in environmental science, project management, or related and equivalent. 	<ul style="list-style-type: none"> • Project Management qualifications (management of people, finance, partners, outputs and results).

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> • A minimum of 5 years' experience in cross-cutting environmental management including research, with a focus on mitigation and climate risks analysis and reporting in the public sector or development organization • 5 years experience in the utilization of environmental sustainability and climate risks analysis using software at project level • Demonstrated experience in relationship building and working with a variety of donors and development agencies • Proven knowledge and experience in carbon insetting and offsetting, including international frameworks • Practical relevant experience in a developing country environment. • Proven experience representing organizations, agencies or administrations at regional and international level • Ability to work constructively to resolve issues, concerns or differences of opinion • Demonstrated capability to work autonomously, self-organised, multi-task, and effectively meet deadlines on multiple, and sometimes urgent requests for support. • SPC's working languages are French and English. For this position excellent communication skills in in English language is required (oral and written). 	<ul style="list-style-type: none"> • Practical work experience in the Pacific Islands Region

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"> • Good project management skills (including people, finance, partners) • Stakeholder engagement and communication • Sound technical advice • Able to think strategically and apply operationally • Autonomy
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Advanced level	<ul style="list-style-type: none"> • Decision-making skills • Writing for a variety of audiences, e.g. donor reports, policies, feature articles, funding proposals • Relationship/staff management, communication and interpersonal skills: within CCES, with Divisional management and staff, and externally with development partners
Working knowledge	<ul style="list-style-type: none"> • Monitoring and evaluation of project activities • Quantitative and qualitative research methods and data analysis • Financial budgeting and reporting
Awareness	<ul style="list-style-type: none"> • Ability to deal with confidential information in a professional manner • SPC policies and procedures

Key Behaviours

*All employees are measured against the following **Key Behaviours** as part of Performance Development:*

- Commitment/ Accountability
- Professional/Technical Expertise
- Teamwork
- Customer Focus
- Effective Communications & Relationships
- Leadership

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.