

POSITION DESCRIPTION

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| Job Title: | Director Geoscience, Energy and Maritime |
| Work Unit: | Geoscience, Energy and Maritime Division |
| Responsible To: | Deputy Director-General, Science and Capability |
| Number of direct reports or total head count: | 7 Direct Reports with oversight of total Divisional headcount of 92 employees |
| Job Purpose: | As a key member of the Pacific Community Senior Leadership Team, the Director will be pivotal in the execution of executive leadership and management of the division. The Director will work collaboratively with the Executive and Senior Leadership Team across all SPC locations to achieve strategic objectives and implement operational policies The Director will shape the strategic direction of the division by overseeing and ensuring high quality provision of scientific, technical and policy support in the development of Sustainable Georesources, Water and Sanitation, Integrated Disaster and Climate Resilience, Sustainable Energy Security, Maritime Affairs and Safety, Ocean Science and Earth and Marine Observations for member countries throughout the Pacific. The Director will ensure complete oversight of Division’s work programme, key functions, and the management of its operations, including budgetary expenditure and overall financial performance of the division. The Director will coordinate and oversee divisional staff recruitment in consultation with the Deputy-Director, Science and Capability, whilst leading staff management and development.  |
| Date: | December 2021 |

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| Organisation Context |

Working with a diverse stakeholder base and within a larger SPC organisation, the Director’s main role will be to provide high-level strategic leadership and technical knowledge to manage and direct a division of key multi-portfolio technical development units and to ensure that the unit innovates, looks forwards and delivers appropriate services for development. Under the current structure, the Director will provide technical support and capacity building to Pacific Island countries and territories (PICTs) across the Division’s key programme areas: Sustainable Georesources, Water and Sanitation, Integrated Disaster and Climate Resilience, Sustainable Energy Security, Maritime Affairs and Safety, Ocean Science and Earth and Marine Observations.

Note: For a full organogram of the GEM Division please see https://gem.spc.int/about

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| Key Result Areas |

The position of Director will encompass the following major Key Result Areas:

1. Business planning (development, strategy and execution)
2. Organisational and senior leadership team support
3. People leadership and management
4. Resource mobilisation, governance and financial management
5. Stakeholder management and advocacy

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| Jobholder is accountable for | *Jobholder is successful when* |
| KRA – 1: BUSINESS PLANNING – Development / Strategy / Execution |
| * Provide vision and leadership to the division, and strategic policy advice on relevant development matters pertaining to the key programme areas;
* Undertake strategic planning to ensure that the work for the division meets the needs of SPC members, other key divisional clients and stakeholders and is aligned to the SPC strategic plan and the strategic development plans of PICTs;
* Lead and implement change across the division demonstrating a constructive approach including visibility, credibility, accountability, and clear communications;
* Lead cross-divisional integration efforts to ensure that the division is well placed to respond to multi-sectoral approaches;
* Contribute to SPC efforts to assist PICTs to achieve their respective SDG goals;
* Maintain close policy dialogue with relevant authorities, stakeholders and target groups in member countries and territories and beyond the region;
* Develop and maintain an integrated divisional work programme that focuses on technical priority areas of member countries and territories;
* Explore new work opportunities that align to new / emerging development priorities of PICTs.
 | * Business Plan is endorsed and communicated effectively across the organisation, Division and with key partners, members and stakeholders
* Division works collaboratively with SLT, support areas and other Divisions as appropriate to effectively contribute to One SPC and shared success of the organisation
* Division is seen as a centre of excellence for the Pacific Community
* Effective representation of SPC and regional members at forums and conferences
* Members are actively engaged in discussion of work programmes where relevant
* Reporting is completed as required and project reviews and evaluations are favourable
* Reporting requirements for CRGA and Conference are met
* Briefs on issues are provided for DG and DDG as required
* Staff are informed, engaged and understand SPC strategic focus and their Division Business plan and individual priorities
* Division initiates new approaches to improve outcomes and enhance services that are provided across SPC and/or the Division for our people, members and beneficiaries
* Improved planning, evaluation, reflection and learning processes is encouraged and facilitated to ensure/improve relevance and effectiveness of the divisional work activities
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| KRA – 2: ORGANISATIONAL / SLT SUPPORT |
| * Contribute to SPC Leadership Team in development of corporate policy and plans;
* Participation in and effective contribution to DDG Suva Technical Leaders meeting as required;
* Represent SPC at regional and international fora as requested;
* Proactively drive policy innovation and contribute to the research and policy work of SPC’s Strategic Engagement, Planning and Performance Facility.
 | * Recognised as a proactive and contributing member of the SLT through active engagement in organisation initiatives and projects
* SPC teams are brought together cohesively to contribute to integrated programmes for relevant projects
* Initiates new approaches to improve outcomes and enhance services that are provided across SPC and/or the Division for our people, members and beneficiaries
* Effectively involves technical and support functions in business solutions and initiatives
* SLT understand the key deliverables, challenges and priorities of this Division
* Staff understand decisions behind SPC Corporate decisions and support the organisation
* Publications, policy papers and/or relevant materials are developed for distribution
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| KRA – 3: PEOPLE LEADERSHIP / MANAGEMENT |
| * Be a role model, demonstrating strong people management and leadership skills;
* Develop in consultation with the division’s professional staff, annual work plans and work plan reports consistent with the SPC strategic plan, and development partner reporting requirements including HOAFS, MOAF, SPC, CRGA and key donors;
* Maintain an awareness and understanding of any SPC policies and procedures or changes to such to ensure that they are appropriately applied and any change is understood and concerns discussed;
* Create/maintain an environment that fosters effective working relationships, staff development, collaboration and high performing teams;
* Manage the overall human resources of the division as well as the recruitment and onboarding of new staff into the division.
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 | * Ensures staff are informed and engaged
* Staff have opportunity for development and career growth where relevant
* Recruits and retains staff to ensure an appropriate mix of skills and expertise to deliver on the business plan
* Resource planning is evident to cater to the future needs of the organisation and Division
* Adherence to relevant HR and Health & Safety policy and frameworks
* Staff engagement levels are high as evidenced by Staff Engagement survey
* Staff feedback in Engagement survey reflects a positive and safe work environment
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| KRA – 4: RESOURCE MOBILISATION / GOVERNANCE / FINANCIAL MANAGMENT |
| * Contribute to, drive and support mobilisation initiatives with funding agencies and advocate for long-term funding support for the work of the division among the donor community;
* Ensure that the Division’s financial resources are sufficient to maintain core operations;
* Budget allocations within areas of responsibility are well managed, appropriate costings are in place, and the strategic direction of budget allocations is consistent with organisational priorities;
* Ensure that the Division’s audit compliance levels are well maintained to SPC and donor standards.
 | * Expenditure is planned and managed within budget
* Adequate funds are available for existing activities and core costs
* Regular financial reporting, forecasting and reconciliations completed and prepared on time
* Project reporting is completed as required and reviews and evaluations are favourable
* Adherence to relevant Finance Policies and associated governance requirements – policies and practices consistently followed
* Donor proposals are targeted and specific – aligned to Business plan and SPC strategy
* Increase in funds available for programmes
* Works collaboratively across the organisation and region as required to provide and support ‘One SPC’ solutions
* Resources are available for key projects and initiatives when required for shared programmes
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| KRA – 5: STAKEHOLDER MANAGEMENT & ADVOCACY |
| * Maintain awareness with SPC member country needs in sectors within the scope of the division for evidence-based decision-making, through maintaining effective relationships with key national clients and stakeholders (in particular the DFAT, MFAT, European Union, CROP agencies and relevant NGOs);
* Foster healthy relationships with donors and/or development partners and ensure all opportunities for enrichment of the relationship are fully explored and donor awareness of key developments and initiatives within programmes;
* Provide advice and counsel to team members on how to best work and liaise with a diversity of external partner agencies and individuals.
 | * High level of interpersonal skills is demonstrated through relationship management, advocacy and negotiation with both internal and external stakeholders
* Members, donors and partners and other key stakeholders are clear on the role, priorities and deliverables of the Division
* Donor proposals are targeted and specific – aligned to Business plan and SPC strategy
* Keeps donors informed of plans, impacts and lessons learned through excellent reporting
* Engagement with partners and agencies is strengthened and recorded
* Increase in funds available for programmes
* New donors established
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| Work Complexity |

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| Most challenging duties typically undertaken: |
| * Manage the diverse work programme of the Division and ensuring appropriate prioritization of work for SPC members and other clients in resource-limited situations
* Ensure adequate funding resources for the core business of the Division in an environment of increasingly complex donor requirements and competing SPC multi-sectoral priorities
* Ensure that the many reporting and administrative requirements of SPC are met, while allowing technical staff sufficient time to do their jobs
* Workload, including effective prioritisation and management of standards and operational procedures between the different sectors of the Division and preferred political options chosen as opposed to options that will work best due to the international nature of economic development and the need to remain compliant with international standards.
* This is a role that spans technical advice, managerial work and high-level policy/strategic direction and planning work. The person must be versatile and flexible in addition to experience in managing broad sectors that impact economic development of member PICTs.
* Manage and provide leadership for a complex, changing, large and very diverse range of economic development programmes within a changing and very competitive regional environment, volatile funding base that can hamper achieving outcomes (e.g. context of project as opposed to sustainable funding) and implementing standards within Programmes plus establishing cross-cutting services in the Division.
* Secure adequate funding and procurement of products for Division personnel to continue delivering services to PICTs.
* The establishment of procedures aligned with SPC policies along with inherent work culture.
* Manage tensions internally and externally plus building consensus among multiple players and stakeholders of various sectors.
* Maintain a broad technical general working knowledge of diverse issues within the constraints of limited budgets and corporate plus divisional support.
* Provide appropriate responses to internal stakeholders on difficult HR, Financial and other SPC corporate-wide issues, while ensuring a consistent application of policies.
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| Functional Relationships & Relationship Skills |

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| Key internal and/or external contacts |  Nature of the contact most typical |
| External* National Directors and Ministers of various Ministries.
* Representatives of donor partners and funding agencies
* Directors of relevant programmes in other regional and international agencies
* Private sector and industry association contacts.
 | * Agreement of national priorities for SPC work
* Agreement on joint projects and activities
* Pursuing project funding proposals, ensuring reporting requirements are met
* Exchange of information on areas of mutual interest
* Convening and chairing meetings – follow-up on actions agreed
* Responding to requests for information on regional issues and initiatives
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| Internal* Director-General, DDG Science and Capability and Senior Leadership
* GEM Deputy Directors/Programme Heads
* Programme Team Leaders
* Corporate Services and Support Services
 | * Lead and facilitate discussion and agreement on organisation-wide issues; briefing on Disasters, Oceans Science and Earth Observations.
* Planning and review of activities & work programmes.
* Advice on any sensitive or problematic issues
* Recruitment and staff issues; budgeting and financial reporting
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| Level of Delegation |

The position holder may:

* Authorise expenditure up to 20 million CFP units or as authorised under delegation from the Deputy Director General, Science and Capability.
* Signs standard letters on behalf of Deputy Director General, Science and Capability.
* Approves official travel, payment of per diems, and approve mode and route of transportation,
* Signs off on follow-up correspondence to do with implementation of the work programme, on routine or technical subjects or other matters where SPC policy has been clearly established
* Sign off standard letters for follow-up on MoUs, letters of agreement or other instruments that establish legal or political relationships or obligations as well as official letters
* Directs an officer to perform higher duties an authorize payment of higher duties allowance.
* Can approve the recruitment of new staff at divisional level.
* Can request an officer to work overtime, approve time off for staff, payment of overtime where granting of time off is impracticable, approve sick leave and approve advance sick leave to extent specified in the Staff Rules

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| Person Specification |

###### Qualifications

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| Essential:  | Desirable:  |
| * A postgraduate degree in a relevant science field, international development, or business administration.
 | * Relevant qualifications in international development/development studies
* A PhD in one of the earth sciences: geology, geophysics or a related discipline).
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Knowledge / Experience

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| Essential:  | Desirable:  |
| * At least 15 years of demonstrated leadership and experience in a public sector or research environment in managing geoscience related resources or a similar field, including financial management.
* Demonstrated ability to lead strategically with a solid understanding of delivering programmes and projects of work.
* Demonstrated experience in relationship building and working with a wide variety of donors and development partners with awareness of their policies and procedures
* Proven history of successfully building and leading multi-disciplinary teams, including people of different national and cultural backgrounds, and demonstrated ability to manage professional, technical, and program support staff in a team environment, ensuring everyone's role contributes to successful team outputs.
* Demonstrated record of accomplishment in change management.
* Proven ability to influence work collegially and in partnership with stakeholders and internal partners towards agreed outcomes.
* Demonstrated skills and experience in continuous improvement and facilitating innovation across teams.
* High-level verbal and written communication skills and the capacity to effectively represent SPC at regional and international forums.
* Proven ability in project design, management and reporting.
* Ability to work constructively to resolve issues, concerns or difference of opinion.
* Excellent Audit, Risk and Financial management skills.
 | * Practical work experience in a developing country environment, preferably in the Pacific Island region;
* Excellent knowledge and understanding of technical and financial development partners operating in the Pacific that have a vested interest in land and resource development;
* For English speakers, a working knowledge of French, or for French speakers, a working knowledge of English.
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Key Skills /Attributes / Job Specific Competencies

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

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| Expert level | * Leadership
* Effective management
* Political awareness
* Systems thinking
* Building organisational capacity
* Customer and market focus
* Sustainable financing
* Negotiation and diplomacy
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| Advanced level | * People skills
* Change management
* Advocacy and networking
* Clear communication
* Measuring value through focused feedback
* Process management, improvement and innovation
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| Working Knowledge | * Creativity
* Information and knowledge to guide decision-making
* Analysis
* Report writing
* Project management
* Computer literacy
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| Awareness | * Familiarity with donor reporting requirements
* Automated reports through computer tools
* Financial analysis through Navision
* Benchmarking
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###### Key Behaviours

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

* Change and Innovation
* Interpersonal Skills
* Teamwork
* Promotion of Equity and Equality
* Judgement
* Building Individual Capacity

## Personal Attributes

* Ability to think strategically
* Ability to analyse situations and make sound decisions even when information is imperfect
* Ability to handle conflict situations between staff
* Diplomatic skills and tact
* Respect for SPC corporate values
* Resilience

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| 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 our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by the Director Corporate Services. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.