

Job Description

Job Title:	Senior Programme Officer
Job Reference No:	AD1232
Programme:	Business and Biodiversity
Grade:	C
Line Manager:	Head of Programme

Main Purpose of the Job

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) strives for a sustainable world for biodiversity and people. One of the impact areas in UNEP-WCMC's strategy addresses the Nature Economy, including by strengthening the consideration of the value of natural capital in business and financial decision-making.

The Business and Biodiversity Programme leads this work on behalf of the Centre, ensuring that businesses have the incentives, capacity, knowledge and data necessary to take well informed decisions which might impact on biodiversity and ecosystem services.

The Senior Programme Officer will play a crucial support role to the Head of Programme, ensuring the robust and timely delivery of projects and partnerships and developing new opportunities by:

- Overseeing the management of a portfolio of work related to the Programme's priorities, with a focus on **metrics, indicators, reporting frameworks and targets for impacts and dependencies on biodiversity and natural capital**.
- Ensuring that projects led by the Programme are well planned, delivered to time, quality and budget in accordance with the Centre's project management procedures, and uphold effective partnerships.
- Developing a portfolio of projects aimed at integrating biodiversity and natural capital into private sector and financial decision making, by working across the Centre and expanding engagement with companies and financial institutions.

Key Areas of Responsibility

Project delivery

- Oversee the management and development of a portfolio of work aligned to UNEP-WCMC's Nature Economy Impact Area. This will involve significant liaison with partners globally.
- Maintain a focus within the Programme's projects on robust planning, contracting, quality assurance, continuous learning and improvement, effective outreach and communication based on an understanding of audience and user needs.
- Oversee the delivery of high-quality outputs of the Programme, ensuring that work delivered meets the Centre's quality standards.
- Manage partnerships, including by managing key individual relationships, and fostering the development of clear communication materials and through opportunities to engage with new and existing partners in person and remotely.

Management

- Ensure administrative requirements of the Programme are completed in a timely manner and in accordance with the Centre's procedures, working closely with UNEP-WCMC's core support staff to facilitate this process.
- Line manage members of the BBP team to continuously develop their technical, project management, and communication abilities.
- Support the recruitment and development of a high performing team, including through performance development reviews and goal setting
- Deputise for the Head of Programme in internal management meetings and in the development of Centre-wide processes and strategies where required.
- Undertake other work as reasonably required.

Development

- Work closely with the Head of Programme and other members of the team and broader Centre to develop a portfolio of innovative and cost-effective projects to further the Centre's mission in alignment with the Centre's Strategy and Business Plan from concept through contract negotiation.
- Promote the work of the Programme and represent the Centre externally at meetings, conferences and events, building a network of strong external contacts internationally to facilitate project development and fundraising.

Other Duties

- The post holder will be expected to undertake any other duties as may be required from time to time commensurate with the level of the post and adhere to such targets as may be communicated by their line manager.
- The Senior Programme Officer will be required to present the Centre externally and undertake international travel on behalf of the Centre.