

WCMC



Associate Programme Officer (Marine Data)
Application Pack

Thank you for your interest in the role of Associate Programme Officer within the Nature Restored and the Digital Transformation teams at UNEP-WCMC

We are seeking a highly motivated Associate Programme Officer with strong data management and GIS skills and a commitment to providing accurate information and analyses to decision-makers. This role will support UNEP-WCMC's Nature Restored and Digital Transformation teams, particularly with our work on advancing high-quality marine biodiversity data.

Applicants should be proficient in the manipulation, analysis, and visualisation of large, complex datasets in R or python and have experience of writing and managing replicable code scripts. As contributing to reports for decision-makers will be a key aspect of the role, the successful applicant will also have experience of synthesising information and conveying key results in accurate, succinct and engaging outputs. A basic knowledge of and strong interest in marine biodiversity data and relevant international policy frameworks is also important. Practical experience in analysing, cleaning and manipulating geospatial data would be highly valued, as would knowledge/experience of working with marine ecosystems and species-level data, ecosystem services data, and related indicators.

We will provide you with the challenge of working on high impact projects where your work really makes a difference in the field of conservation. In addition to training and development opportunities, we offer a competitive salary and benefits package, including generous pension contributions.

ABOUT THE TEAMS

Digital Transformation is a close-knit team of passionate developers, data scientists, designers and product managers putting its skills towards a mission that is tackling one of the biggest problems of our time - the massive loss of biodiversity and habitat destruction that is pushing the planet to the brink of the 6th mass extinction. There is huge focus on climate change and conserving biodiversity especially as new global targets are to be set around "Ecological Civilization: Building a Shared Future for All Life on Earth".

Nature Restored is a dynamic team building an impactful role in restoration science, policy and implementation for people and nature. It plays a central role in the UN Decade on Ecosystem Restoration including in the launch, development of the monitoring framework and identification of flagship initiatives. Its portfolio of work recognises the underlying drivers of the current biodiversity crisis. One focus is sustainable agricultural landscapes, with work ongoing that aims to improve Cocoa production in West Africa. Nature Restored also has a hub of marine expertise working on Ocean Recovery through improved data mobilisation, management and use in planning and governance.



ABOUT THE ROLE

Job Description

In this cross-cutting and adaptive role, you will contribute to strengthening UNEP-WCMC's marine data portfolio in support of public and private sector decision-making around the world. You will play a key role in collating, analysing and synthesising marine biodiversity data and information into scientific reports and digital products that support implementing and reporting on progress toward conservation, restoration and sustainable development objectives.

We are looking for a highly competent individual with an eye for detail and a commitment to effective ocean conservation who brings excellence in technical writing, spatial analysis and data management.

Key Areas of Responsibility

You will demonstrate adaptability, high levels of organisation, attention to detail, and a love of new, fast-paced challenges in a project-led environment. In this role, you will:

- Provide technical, analytical and administrative support for a range of projects and proposals across the Centre, with a particular focus on marine biodiversity data and information projects.
- Contribute to background research, data gathering and analyses, and to the drafting of well-written reports, policy briefs and other project outputs, as required.
- Ensure that marine biodiversity data are entered into the relevant geospatial databases accurately and in a timely manner, contributing to the day-to-day maintenance and management of important global datasets.
- Contribute to, and work as part of a cohesive team in the implementation of the Centre's strategy and mission to support decision-makers through the provision of authoritative biodiversity data and information.
- Contribute to project development and fundraising.
- Represent UNEP-WCMC at relevant conferences, workshops and other specialist meetings to promote and raise the profile of the Centre.

Other Duties

- Extend your own knowledge of scientific and policy issues relevant to the work of the Centre.
- Undertake any other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Qualifications/Education

Essential:

- Degree in biological/natural sciences, ecology, statistics or similar.

Desirable:

- MSc in biological/natural sciences, ecology, international policy, statistics or similar.

Experience

Essential:

- High degree of competency with conducting spatial analyses using ArcGIS and/or QGIS.
- Demonstrated experience and enthusiasm for accurately collating, cleaning, and managing data – and maintaining metadata – for geospatial datasets, preferably involving marine biodiversity data.
- Experience with biodiversity-related report writing, including synthesizing, interpreting and properly referencing scientific literature.
- Basic knowledge of and interest in international policy frameworks and processes relevant to marine biodiversity.

Desirable:

- Practical experience of working in the biodiversity sector
- Writing reports for decision-makers.
- Understanding and interest in taxonomy and biological nomenclature.
- Working in partnership with a variety of stakeholders, such as governments, intergovernmental organisations, NGOs, etc.
- Good verbal and written skills in another UN language.

Skills

- Excellent written and spoken English, including the ability to write concise, well-referenced syntheses of scientific literature.
- Strong skills in analysis and critical review of scientific information/literature.
- Excellent editing and proof-reading skills.
- High level of attention to detail and motivation to ensure that high-quality outputs are consistently delivered and that data are entered correctly into databases.
- High degree of IT competency (e.g., Word, Excel, PowerPoint, citation software, etc.)
- Strong communication and interpersonal skills for working in collaborative teams.
- Excellent time management and task prioritization.

Type of Person Required

The successful candidate will be dedicated, conscientious and a good communicator. As analysing data and producing reports will be essential to this role, they will be an excellent writer, a critical thinker and they will have a strong aptitude for synthesizing scientific information and presenting it in clear, easy to understand ways. They will be a team player with an eye for detail. They will also be numerate and able to analyse numerical data using Excel and/or R. They will be ready to take initiative and work autonomously with little supervision to prioritise various tasks to meet deadlines and to take responsibility for delivering high-quality drafts destined for decision makers. They will have a passion for biodiversity and will be driven to contribute to UNEP-WCMC's efforts to conserve and restore nature.

Special Circumstances

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required to travel internationally and/or participate virtually in meetings and other fora to fulfil the requirements of this position.

Other Relevant Information

The post holder will be expected to interact in a professional manner with clients and partners.

OUR OFFER

Job Title: Associate Programme Officer - Marine Data

Team: Digital Transformation (working with Nature Restored also)

Reporting to: Programme Officer

Job Reference: AD1352

Start date: TBC

Salary: £24,000 - £30,000 per annum D.O.E.

Contract: Permanent, full-time

Location: The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK.

This is not a United Nations Post

As a minimum we aim to match market rates for the conservation charity sector in Cambridge and invest a lot of effort to benchmark our salaries, ensuring that people are rewarded fairly for their role. To add to this, we offer some great benefits - here are the highlights:

- 12% non-contributory pension after 1-year service
- Flexible and family friendly working
- Life assurance against death in service (4X annual salary)
- Extended pay protection for serious illness that exceeds 6 months
- Excellent training and development opportunities, tailored to individual needs
- Scheme to buy (or sell) additional annual leave
- Cycle to work Scheme
- Fantastic shared social space and kitchen facilities
- Employee assistance programme and bereavement line to offer help and advice to staff and their families
- Brilliant Social committee that help to keep things fun!
- Caring Staff Liaison Committee
- Focus on environmental sustainability kept in check by our Environment Committee
- Free (proper) tea and coffee!

Training

Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

We have a comprehensive induction programme that spans the first 6 months including what's critical in the first week, first month, and then monthly afterwards.

- We encourage everyone to use 5 days for their own personal development each year
- Standard training course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training annual personal development reviews and organise bespoke training courses that meet the skill gaps in the organisation and fulfil the training needs of the people within it.
- Peer-to-Peer learning from our community of experts, taking advantage of the breadth and depth of knowledge and experience across the organisation.
- Internal and external invited speakers, workshops and talks that anyone can join or initiate.



ABOUT UNEP-WCMC

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global Centre of expertise in biodiversity. We work at the interface of science, policy and practice to tackle the global crisis facing nature.

The Centre operates as a collaboration between UN Environment Programme and the UK registered charity WCMC. Our cutting-edge science, data and insights inform policy and business decisions worldwide. This position is with the charity WCMC, working in collaboration with UNEP.

Achieving our vision of a world living in harmony with nature will require transformative and systemic change across all sectors. We bring together governments, businesses, research bodies and more to put nature at the heart of decision-making.

"We are entering a make or break decade for nature with UNEP-WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."

Jonny Hughes, CEO of WCMC

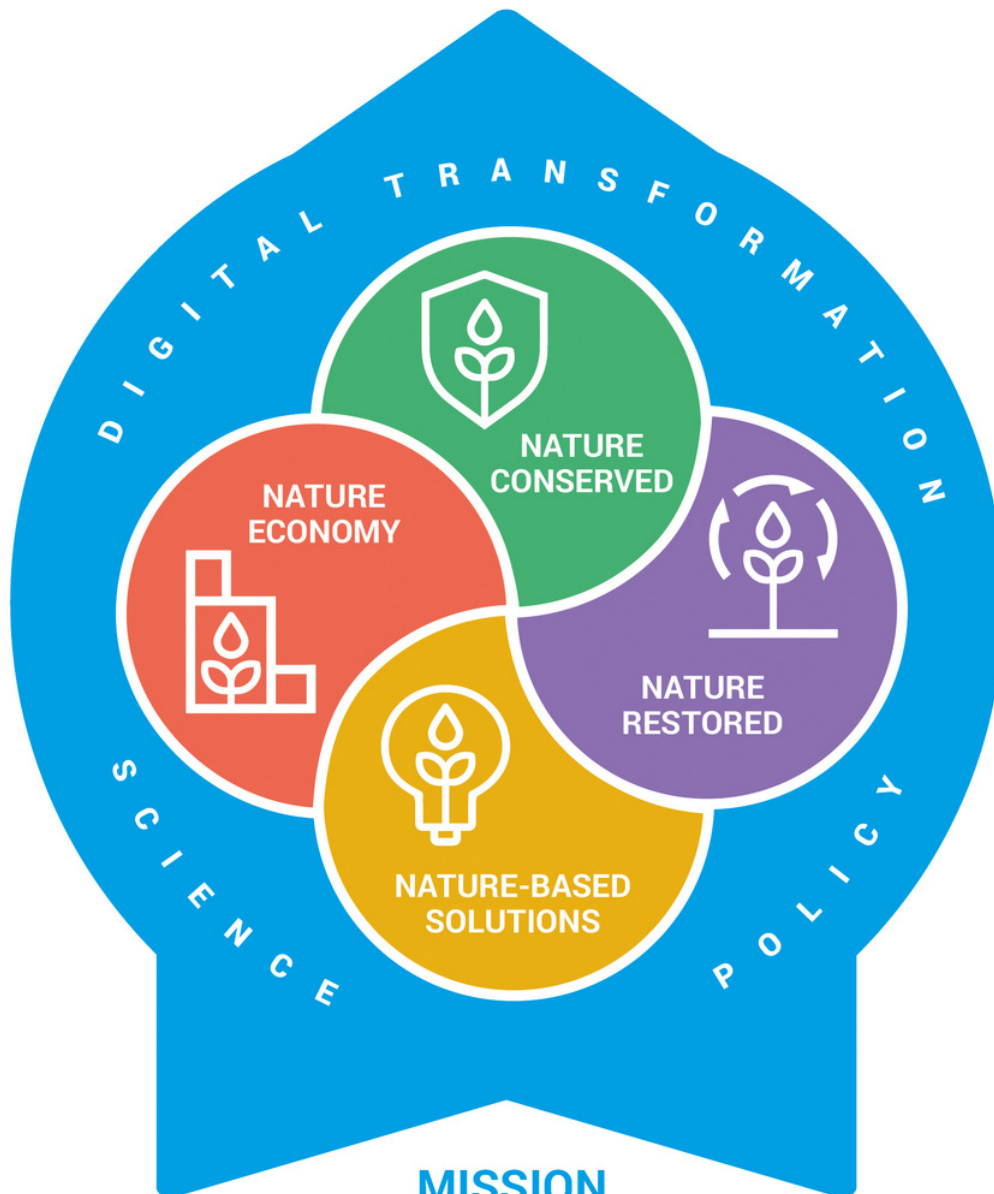


Our strategy

We deliver our strategy through four independent impact areas which are complemented by three cross cutting innovation areas.

VISION 2050

Living in harmony with nature



MISSION

We develop knowledge and capacity for a nature-positive world



The people

We have around 180 amazing people who make up our organisation. We are a really friendly bunch of professionals and do not think a single person has ever left the organisation without saying that it is the people that make the organisation fantastic and how much they will miss them when they leave. We truly do have world class scientists and professionals!



The culture

Our culture is very supportive. There are lots of ups and downs in life, and we want to support our people through the difficult patches, so they can flourish again. We have a free employee assistance line that is available to all employees and their families and offers 6 remote counselling sessions and other advice services.

We have redesigned our kitchen and library to make a fantastic social space where you can have a quiet chat or a loud lunch with your colleagues! We also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. We are also a member of the Cambridge Conservation Initiative and often collaborate with our CCI colleagues here.

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities carried out by its staff, including where partner organisations or individuals are part of the delivery of our work. This includes children and vulnerable adults in the community who may be vulnerable to abuse. WCMC acts with integrity, is transparent and expects applicants to share the same values.



Diversity

We really take our diversity seriously, as we operate globally and need to have the people perspectives within the organisation, to fully understand our clients and partners that we work with. Our aim following the introduction of the points based immigration system was to increase our diversity not only in our range of nationalities, but in all protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

We have a sponsorship licence and always take the best candidate for the role from a whole range of applicants and offer sponsorship to those that require it. We have people that have worked for us, for more than 30 years, and our fantastic internships often attract the best and brightest graduates.

HOW TO APPLY

If you are looking for a rewarding and challenging post where you can put your technical expertise and excellent GIS and data management skills to good use while contributing to global efforts to safeguard nature, we want to hear from you.

Please complete our [application form](#) and send it together with your [2 page CV](#) and a [short covering letter](#) through this [link](#).

We screen candidates based on skills and experience and not their personal details. **Please do not include a photograph on your CV, and note that any applications which include a photograph may be automatically rejected.**

Closing date: 8th August 2022



WCMC

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