



WCMC

**Senior Project Officer - Digital Transformation
Application Pack**



ABOUT WCMC

WCMC (World Conservation Monitoring Centre) is a global centre of excellence on biodiversity and nature's contribution to society and the economy.

We work at the interface of science, policy, and practice to tackle the global crisis facing nature and support the transition to a sustainable future for people and the planet.

Our cutting-edge science, data and insights inform policy and business decisions worldwide.

Achieving the vision of a world living in harmony with nature by 2050 will require transformative and systemic change across all sectors. We bring together and support 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 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



Thank you for your interest in the role of Senior Project Officer within the Digital Transformation team at UNEP-WCMC

This exciting cross-cutting and adaptive role will contribute to our digital transformation of biodiversity knowledge in support of public and private sector decision-making around the world. Specifically, you will ensure effective and sustainable management of UNEPWCMC's knowledge products and services to create and strengthen long-term relationships, revenue and impact in line with UNEPWCMC's mission. This includes coordinating initiatives, processes, strategies, and systems that sustain and enhance product development, refinement and dissemination.

ABOUT THE TEAM

Digital Transformation is a close-knit team of passionate developers, data scientists, designers and product managers putting our 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".



ABOUT THE ROLE

Job Description

A key responsibility will be to provide support to flagship digital initiatives and projects within the Centre, with the aim of promoting greater interoperability and efficiency. You will also engage with external partners, clients and funders to promote UNEP-WCMC's thought leadership in the digital biodiversity knowledge landscape.

This role occupies a key position in integrating digital and data expertise across the Centre's programme of work, increasing cohesion in our inter-disciplinary work and clearly communicating and advocating for the Centre's digital transformation

Key Areas of Responsibility

You will demonstrate adaptability, a love of new, fast-paced challenges and a strategic understanding of connections and opportunities for UNEP-WCMC across the digital biodiversity data and knowledge landscape. In this role, you will:

- Coordinate the development and delivery of global biodiversity data and decision support tools, supporting the Centre's Chief Scientist, Head of Digital Transformation and Deputy Director in securing and scaling sustainable financing and rolling out the 'technological backbone' necessary for implementation.
- Contribute to the strategic fundraising, direction and development of the Centre's 'Digital Transformation,' including by identifying new priority areas, developing relevant proposals and strengthening external relationships and connections.
- Oversee and deliver digital transformation projects to time and budget, with a focus on scientific/policy analyses, assessments and digital products and drive adoption of these products to deliver conservation impact at different scales (national, regional and global)
- Lead on the strategy and implementation of UNEP-WCMC's 'Open Data Policy' between now and 2025, including product licensing procedures and partner consultations.
- Liaise with key project partners, data providers and donors to develop and maintain strategic partnerships necessary to drive forward our work.
- Lead, motivate and mentor staff, including through line management and participation in the team's leadership and strategic meetings
- On behalf of UNEP-WCMC, attend, organise and facilitate relevant conferences, workshops and other specialist meetings to promote and raise the profile of the Centre.

Other Duties

- Contribute to the operation and administration of the Programme and of the Centre as a whole, including planning and strategy development.
- Extend your knowledge of scientific and policy issues relevant to the work of the Programme and 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 relevant subject.

Desirable:

- Post graduate or professional qualifications

Experience

Essential:

- Proven ability to offer effective leadership to multi-disciplinary teams to successfully achieve shared goals.
- Experience in pro-actively developing successful project and grant proposals.
- Experience of biodiversity conservation or policy communities.
- Successful delivery of complex projects on time and within budget.

Desirable:

- Experience of modern software development and Agile practices.
- Good verbal and written skills in another UN language.
- Experience with user research and user-led design.
- Experience in leading the delivery of software projects.

Skills

- Excellent proposal writing skills
- Excellent skills in managing and communicating complex user requirements to multiple stakeholders and describing technical tasks in accessible language
- Demonstrated strong product, project and budgetary management skills
- Exceptional interpersonal skills, with an ability to manage client relationships
- Excellent communication skills, including presentation and demonstration skills
- Excellent office IT skills
- Fluency in written and spoken English

Type of Person Required

The successful candidate will be able to pro-actively identify opportunities to develop their area of work and will be committed to developing relationships with a network of clients and funders. They will be a problem-solver, able to address challenges as they arise and find creative solutions to them. With expertise in project management covering a range of software projects, this person will provide vision and guidance to multi-disciplinary teams working across the Centre to deliver impactful digital products. They will take a strategic view to help the team design and build software that enhances the Centre's ability to deliver on its core biodiversity and policy goals

OUR OFFER

Job Title: Senior Project Officer

Team: Digital Transformation

Reporting to: Head of Digital Transformation

Job Reference: AD1346

Start date: As soon as possible

Salary: £44,000 to £55,000 per annum depending on skills and experience

Contract: Permanent, Full-time

Location: The post holder will be expected to reside in the UK. We have a flexible hybrid working policy in place, for further details, please email recruitment@unep-wcmc.org. We are usually able to offer visa sponsorship to the preferred applicant.

This is not a United Nations Post. This position is with the charity WCMC, working in collaboration with UNEP.

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.

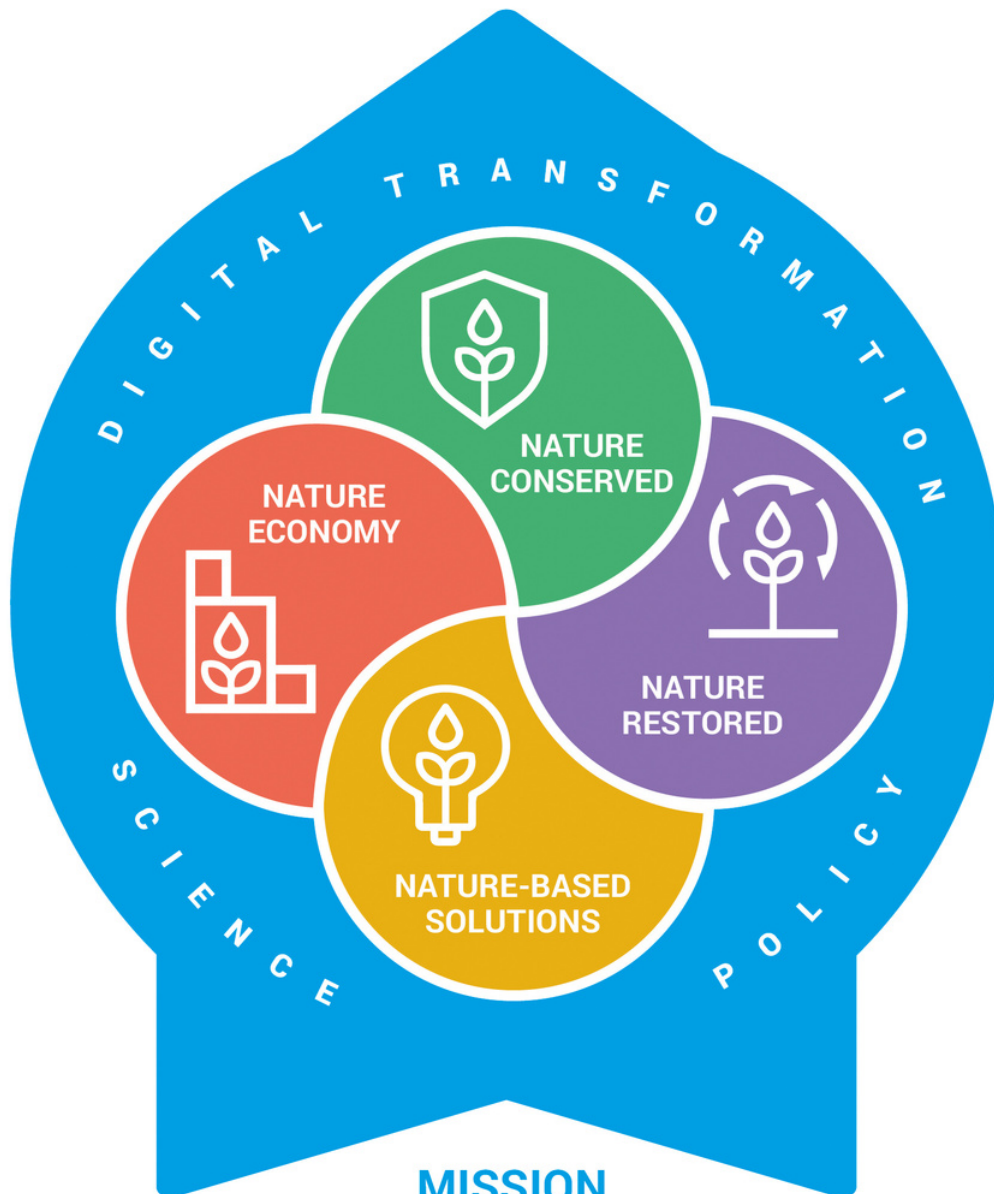
- We encourage everyone to use 5 days for their own personal development each year
- Standard training course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.
- We also design our training annual personal development reviews and organise bespoke 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.

UNEP-WCMC strategy

UNEP-WCMC delivers its 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 200 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 have lots of outdoor space including a wildlife pond, which is a popular area for outdoor meetings and relaxation. 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. UNEP-WCMC is also a member of the Cambridge Conservation Initiative and we often collaborate with our CCI colleagues in our work.

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 motivating post, 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: 26th October 2022



WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



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www.unep-wcmc.org