

WCMC



**AD1391 Head of Digital Transformation
Application Pack**



ABOUT WCMC

WCMC is a UK-based registered charity that operates in seamless collaboration with the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC).

UNEP-WCMC is a specialist Centre on biodiversity, and nature's contributions to society and the economy. The Centre is confronting the global crisis facing nature through its unique position in ensuring science, knowledge and insights shape global and national policy, and by working with partners around the world to build capacity and create innovative solutions to environmental challenges. The Centre uses its position as a respected custodian of powerful and trusted environmental data to create positive impact for people and nature.

"We are in 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, WCMC CEO



Thank you for your interest in the role of Head of Digital Transformation

We are seeking an experienced leader and manager with experience of managing a team of diverse and highly expert individuals. You will be comfortable participating as part of the Senior Management Team and show flexibility and resilience in a role with complex demands. You will be able to demonstrate how you have brought innovation to bear during your career to -date.

You will be responsible for leading the development and effective delivery of a portfolio of high-quality projects at the science-policy interface that contribute to achieving the mission and strategy of UNEP-WCMC. The current product portfolio includes: The Protected Planet Initiative managing the World Database of Protected Areas; Species+ which provides an online resource for the implementation and monitoring of wildlife trade under international conventions; UN Biodiversity Lab which provides spatial intelligence to countries seeking to improve their biodiversity management and the Online Reporting System, a crucial tool for governments to use to report against their obligations to multilateral environmental agreements.

Under the oversight of the UNEP-WCMC Director and Deputy Director, this position will reporting to the WCMC Head of Operations and will be a member of the UNEP-WCMC Senior Management Team, wider Leadership Co-ordination Team and contribute to strategy implementation, budget and business planning, pipeline development and impact reporting at organisational level.

Please note that this is a position with WCMC the UK-registered charity, and is not a position working for the United Nations.

ABOUT THE TEAM

The 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

Main Purpose of the job

To lead the development and delivery of the UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) Digital Transformation work including managing of a team of software, design and data science professionals under one of UNEP-WCMC's three 'Innovation Areas'.

To support the Digital Transformation team to make a positive impact on the biodiversity crisis by providing digital tools for gathering, managing and processing biodiversity data and then getting the resulting scientific advice into the hands of decision makers when they need it, in a form they can use.

To lead the development and effective and delivery of a portfolio of high-quality digital and data products at the science-policy interface that contribute to achieving the mission of UNEP-WCMC

Reporting to the Head of Operations, and with strategic guidance from the WCMC CEO, UNEP-WCMC Director and Deputy Director, the postholder will maintain effective links with colleagues across the Centre, ensuring efficient and effective information sharing and fostering "One Organisation" working. Approaches for this will include mentoring, as well as troubleshooting and QA on project implementation as needed and appropriate. They will liaise as required with the Senior Management Team and will participate in appropriate organisational level planning and development processes.

The current team's product portfolio focuses on the following broad topic areas:

- The Head of Digital Transformation will shape the future strategic direction of this work.
- The Head of Digital Transformation will be a member of the Senior Management Team and contribute to strategy implementation, budget and business planning, pipeline development and impact reporting at organisational level.
- The Head of Digital Transformation will support and work closely with the Chief Scientist and UNEP-WCMC Deputy Director on support for global biodiversity knowledge systems to support the international policy agenda.

NB: This is not a UN staff position. The position is with the UK charity WCMC, which works in collaboration with UNEP at the UNEP World Conservation Monitoring Centre (UNEP-WCMC)

Key Areas of Responsibility

- Coordination of activities under the Digital Transformation 'Innovation Area' and ensure its integration with the wider work of UNEP-WCMC and the Centre's Strategy including external and internal communications.
- Support and develop UNEP-WCMC's internal IT and business analysis functions, including responsibility for the Centre's cybersecurity and ERP system.
- Support, and expand, the existing range of partnerships with donors, clients and collaborators through a pro-active approach to pipeline development.
- Seek new partnerships, both internally and externally, for joint activities and projects focusing on the development of information, assessment and policy tools, products and services to support decision making and user needs.
- Ensuring a high standard of quality for all digital outputs from UNEP-WCMC.
- Provide oversight and management through the whole project cycle for all projects within the Digital Transformation team through effective delegation and team coordination and support.
- Undertake fundraising activities with the Development and Communications Team and provide support where appropriate to strengthen team expertise in this area.
- Manage directly, or by delegation, all projects and staff within the Digital Transformation 'Innovation Area'.
- Identify staffing needs, and in conjunction with the People Team, lead recruitment and staff development process including annual performance development reviews and monthly goal setting.
- Oversee annual budgeting and monthly budget reviews for the Digital Transformation 'Innovation Area' and take responsibility for performance and expenditure.
- Convene regular team meetings ensuring effective communication and coordination with staff working on projects linked to the Digital Transformation 'Innovation Area'.
- Participate in the regular Senior Management and Leadership Team meetings, and in other and ad hoc management and strategic meetings, as required. Where appropriate participate in other UNEP-WCMC level management groups.
- Represent the Centre externally at relevant meetings and events.
- Ensure adherence to, and implementation of, WCMC's policies and procedures including those relating to the collaboration arrangements between UNEP and WCMC.

Other Duties

The Head of Digital Transformation will 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. They may be required to undertake international travel on behalf of UNEP-WCMC.

Person Specification

Qualifications/Education

Essential:

- Degree in a relevant discipline (such as mathematics, computer science, biological or environmental sciences, etc).

Desirable:

- PhD in a relevant discipline.

Experience

Essential:

- Substantial experience in the full project life cycle of software development products.
- Experience of recruiting, developing and managing a multi-disciplinary digital team.
- Exceptional at developing alliances and partnerships.
- Ability to manage complex programmes of work, including finances, budgets and risk analysis.
- Proven success in planning, managing and implementing projects and strategies using a team approach.
- A keen team player with the ability to motivate and lead staff to high levels of performance.

Desirable:

- Experience of working within the environmental or charitable sector.

Skills

- Ability to lead and motivate a team to achieve desired outputs that lead to impact
- Demonstrable communication and interpersonal skills
- Ability to develop and maintain effective collaborative relationships
- Excellent project planning and product management skills
- Ability to think strategically, bring focus and set clear goals
- Fluency in written and spoken English

Type of Person Required

The successful candidate will be an experienced leader and manager, with experience in managing a team of diverse and highly expert individuals. They will be comfortable participating as part of the Senior Management Team and show flexibility and resilience in a role with complex demands.

Other Relevant Information

The successful candidate will be based at the UNEP-WCMC office in Cambridge, UK, but will be required to travel to engage with partners and funders in other countries and regions.

This is not a United Nations Post.

OUR OFFER

Job Title: Head of Digital Transformation

Team: Digital Transformation

Reporting to: Head of Operations

Job Reference: AD1391

Start date: As soon as possible

Salary: GBP 55,000 to GBP 75,000 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 of service (8% after three months).
- Annual cost of living increase and regular salary reviews.
- Good opportunities for progression and promotion around a fifth of staff gaining promotion annually.
- Flexible hybrid working policy which allows multiple combinations of home, office and remote working, including working from anywhere in the world for up to six weeks.
- Life assurance against death in service (4X annual salary).
- Company sick pay which increases with term of service.
- Generous annual holiday allowance of 25 days (FTE), increasing by one additional day each full calendar year worked up to 30 days.
- Scheme to buy or sell annual leave where staff can choose to 'buy' annual leave days or 'sell' unused leave.
- Generous maternity leave, shared parental leave and adoption leave policies that cover 18 weeks at 90% pay after a qualifying service period. Also four weeks paid paternity leave and one week paid grandparents leave.
- Unpaid sabbatical scheme which applies after at least 12 months continuous service with WCMC.
- Free parking at the Huntingdon Road office.
- Eye test costs covered and a contribution of £50 towards prescription glasses if your optician agrees that you need them for VDU use.
- Excellent training and development opportunities, designed for every career stage, with five days minimum training annually for every employee. This can be used flexibly for training courses, attending conferences, webinars or workshops, coaching and mentoring, shadowing or practicing skills or reading.
- Cycle to work Scheme which helps spread the cost of purchasing a new bike.
- Fantastic shared social space and kitchen facilities with free tea and fresh coffee.
- Employee assistance programme and bereavement line to offer help and advice to staff and their families on matters related to wellbeing, finances, relationships, family and more. This includes a number of free counselling sessions if they are needed.
- Brilliant social committee which organises regular fun events and social gatherings.
- Caring Staff Liaison Committee that listens and makes recommendations on continuously improving the working experience for staff.
- Focus on environmental sustainability kept in check by our Environment Committee.
- Free annual flu vaccine.
- Interest free study loans (subject to conditions).
- A diverse and inclusive workplace with over 40 nationalities represented on the staff.

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 courses which include: management development; coaching culture; resilience; negotiation; pitching and closing a deal, for example.
- We also design our training and performance 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.





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

The WCMC 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 at WCMC.

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).

WCMC has 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: 5th March 2023



WCMC

LEARN MORE ABOUT OUR WORK IN COLLABORATION WITH UNEP:



@unepwcmc



@unepwcmc



UNEP-WCMC

www.unep-wcmc.org