



WCMC

**AD1408 Head of Policy 'Innovation Area'
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 Policy

We are seeking an internationally-recognised individual with considerable experience working on international biodiversity policy. They will be an experienced leader and manager, with experience of 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. They will be able to demonstrate how they have brought innovation to bear during their career to date.

You will be responsible for leading the development and effective and 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 portfolio includes: support to ongoing development of the post-2020 global biodiversity framework; biodiversity indicators; national ecosystem assessment; cooperation and synergies across multilateral environmental agreements; and emerging work on nature, gender and human rights. The Head of Policy will help shape the future strategic direction of this work.

Under the oversight of the UNEP-WCMC Director and Deputy Director, this position will reporting to the WCMC Chief Executive Officer, 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.

ABOUT THE TEAM

We support policy-makers to take action for people and planet. We are internationally recognised for our experience and expertise in supporting governments in the development and implementation of biodiversity policies at national, regional and global scales.

Our team helps governments, both collectively and individually, to design and use tools, such as biodiversity indicators and national ecosystem assessments, to meet national and internationally established biodiversity-related goals and targets. We enable and enhance decision-making at all scales by improving the knowledge base for understanding and addressing biodiversity loss in a way that respects human rights and guarantees equality and non-discrimination.

We work to support the integration of nature across the UN system through the UN Common Approach to biodiversity, and the delivery of various biodiversity-related multilateral environmental agreements, including the forthcoming post-2020 global biodiversity framework being negotiated under the Convention on Biological Diversity.



ABOUT THE ROLE

Job Description

Main Purpose of the job

To lead the development and delivery of UNEP-WCMC's Policy support work including managing of a team of policy experts under one of three 'Innovation Areas' in UNEP-WCMC's Strategy. The current programme portfolio focuses on the following broad topic areas: international conventions and processes; nature indicators; nature, gender and rights; and national ecosystem assessments.

The Head of Policy will provide policy thought leadership and coordinate the development and effective delivery of a portfolio of high-quality projects at the science-policy interface.. They will coordinate activities within the policy 'Innovation Area' to advance UNEP-WCMC's Strategy, including ensuring the appropriate resourcing and budgeting of projects. Reporting to the WCMC Chief Executive Officer, the Head of Policy 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 Policy will support and work particularly closely with the UNEP-WCMC Director and Deputy Director.

Key Areas of Responsibility

- Leadership and coordination of programme activities under the Policy 'innovation area' ensuring integration with the wider work of UNEP-WCMC and its Strategy, including external and internal communications.
- 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.
- Providing leadership and coordinating with other policy experts to ensure a high standard of quality for all UNEP-WCMC policy outputs.
- Provide oversight and management through the whole project cycle for all projects within the Policy 'Innovation Area' 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 Policy 'Innovation Area'.

ABOUT THE ROLE

Job Description (continued)

Key Areas of Responsibility (continued)

- 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 Policy 'Innovation Area' and take responsibility for performance and expenditure.
- Convene regular team meetings ensuring effective communication and coordination with staff working on project linked to the Policy '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 organisational level management groups.
- Represent UNEP-WCMC externally at relevant meetings and events.
- Ensure adherence to, and implementation of, UNEP-WCMC policies and procedures.

Other Duties

The Head of Policy 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 present projects externally and undertake international travel on behalf of UNEP-WCMC.

Person Specification

Qualifications/Education

Essential:

- Degree and a Masters or PhD in a relevant discipline (such as biological or environmental sciences, geography, international policy).
- Fluency in written and spoken English.

Desirable:

- PhD in a relevant discipline.
- Understanding of at least one other UN language would be beneficial.

Experience

Essential:

- Excellent and demonstrable understanding of the landscape of international policy and governance for biodiversity.
- Experience of developing and managing a science-based policy programme with multiple projects.
- Exceptional at developing alliances and partnerships (demonstrated by an extensive network of contacts in the international conservation community) and experience of working with organisations and agencies operating internationally.
- Experienced in supporting policy development and implementation at international level.
- Ability to manage complex programmes of work, including experience of budgeting and financial control and risk analysis.
- Proven success in planning, managing and implementing projects and strategies taking a team approach .
- Experience of recruiting, developing and managing a team of professionals in an organisational setting.
- A keen team player with the ability to motivate and lead staff to high levels of performance.

Desirable:

- Experience of working with intergovernmental policy fora on biodiversity at global, regional or national levels, including participating in advisory and governance meetings.
- Experience of working within a Ministry or Agency at the national government level.
- Expertise on multilateral environmental agreements.

Skills

- Ability to lead and motivate a team to achieve desired outputs that lead to impact.
- Demonstrable communication and interpersonal skills.
- Effective negotiating skills and a diplomatic approach.
- Ability to develop and maintain effective collaborative relationships.
- Excellent project budgeting, planning and management skills.
- Ability to think strategically, bring focus and set clear goals.

Type of Person Required

The successful candidate will be an internationally recognised expert on international biodiversity policy. They will be an experienced leader and manager, with experience of managing a team of diverse and highly expert individuals. They will lend their knowledge and skills and contribute to the successes of UNEP-WCMC's Senior Management Team, and show flexibility and resilience in a role with complex demands.

Special Circumstances

This role involves international travel as required.

This is not a United Nations post

OUR OFFER

Job Title: Head of Policy

Team: Policy 'Impact Area'

Reporting to: WCMC Chief Executive Officer

Job Reference: AD1408

Start date: ASAP

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 see below. 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. The WCMC Flexible Working Policy is a pilot scheme, whereby employees are required to attend the Centre (office) in person for a minimum of 2 days a month. All employees MUST reside in the UK and live within a suitable distance of Cambridge to attend the office in line with the Flexible Hybrid Working Policy.
- 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: 23rd April 2023



WCMC

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