

A field of purple globe alliums in bloom. The flowers are spherical and composed of many small, star-shaped blossoms. They are set against a lush green background of foliage. The lighting is bright, creating a vibrant and natural scene.

**WCMC**

**AD1457 Deputy Head of Science**

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 AD1457 Deputy Head of Science

We are seeking a motivated individual to help run our Science team. The team currently comprises more than 20 scientists working on global nature conservation and sustainability topics. We are seeking an outstanding candidate who knows how to inspire a team whilst ensuring that the operation of the Science function runs smoothly. This will require a skilled team leader with an ability to plan and deliver a portfolio of projects, outputs, budgets and funding applications. You will work alongside the Chief Scientist and Principal Scientist to ensure the work of the team is aligned to the strategy of UNEP-WCMC. A relevant Masters is expected.

If you are looking for a rewarding and challenging post where you can impress us with your expertise, we want to hear from you. Please complete our application form and send it together with your CV and a short covering letter through the link on our [website](#) by 21st January 2024. Applicants must be able to evidence the right to work in the UK.

# ABOUT THE TEAM

The Science Innovation Area at UNEP-WCMC addresses critical biodiversity and ecosystem service questions and knowledge gaps through ground-breaking, applied research. Working with our wide, global network of partners, our work is at the forefront of international scientific endeavours.

From modelling and analysing biodiversity futures, to developing and assessing indicators of change, we focus on harnessing the best-available knowledge and cutting-edge technology to provide the scientific insights needed to drive positive change.

Through our applied research, we help conserve and restore nature, increase the effectiveness of nature-based solutions to multiple global challenges, and inform nature-positive outcomes for the global economy.

Our scientific work assesses conservation needs and outcomes and helps to create a sustainable future through policy impact and enabling transformative change across all sectors of society.



# ABOUT THE ROLE

## Job Description

### Main Purpose of the job

The main purpose of the job is to work closely with the Principal Scientist and Chief Scientist to manage the Science Innovation Area.

The post holder will be responsible for the day to day running of all aspects of the administration of the Science Innovation Area (IA). The main task will include the planning of clear and balanced work portfolios with the Science staff and ensuring they are well supported to deliver. The role holder will also track and report on the delivery of Science IA projects against contract and budget, lead and manage the Innovation Area budget and oversee and report on the project pipeline.

The role holder will also oversee professional development within the team, including organising team meetings and retreats. They will also oversee the implementation of the Centre's policies within the Science IA and track KPIs for the team. The post holder will also ensure excellent internal communications between the Science IA and other IAs across the Centre and also work closely with the Communications team to communicate the work of the Science team externally. Relevant to expertise, the role holder will also contribute to appropriate projects as requested. Reporting to the Chief Impact Officer, the role holder will also liaise closely with the Senior Management Team and Leadership Coordination Team regularly.

### Key Areas of Responsibility

The role holder will need to be flexible and adaptable to variable demands. Key duties and responsibilities will include:

- Work with the Chief Scientist, Principal Scientist and Science IA Focal Initiative Coordinators to develop and deliver portfolios of projects that contribute to the UNEP-WCMC Strategy impacts and outcomes.
- Lead and collate the production of management information so that projects and project opportunities are adequately resourced, planned and delivered.
- Take lead responsibility for the health and well-being of the Science team staff to ensure they are productive and motivated.
- Ensure there is adequate capacity and skills in the team and/or available from across the Centre to deliver projects and achieve impact.
- Deputise for the Principal Scientist to represent Science at internal strategic and planning meetings, such as Leadership stand-up and project boards.
- Ensure implementation of the Centre's policies and procedures within the team.
- Line-manage and mentor Science team staff.
- Continuously strengthen internal relations in line with the principles of the One-Organisation Charter

### Other Duties

Undertake 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 role holder will play an important leadership role within the Science Innovation Area and within the Centre, therefore Centre-wide responsibilities will sometime be required. The role holder may be required to present the Centre's work externally and undertake international travel on behalf of the Centre.

# Person Specification

## Qualifications/Education

### Essential:

- Degree or Masters level qualification in a relevant discipline.

### Desirable:

- Project management qualifications

## Experience

### Essential:

- Proven success in planning, managing and implementing portfolios of projects and strategies using a team approach.
- Developing and delivering strategies, defining and clearly communicating the pathway to achieve project, programme and team objectives.
- Recruiting, developing and managing a team of professionals in an organisational setting.
- Demonstrated budget management, resource planning, deliverable tracking expertise,
- Background in conservation science or other relevant discipline.

### Desirable:

- Applying scientific knowledge to support policy development and implementation.
- Specialist knowledge in relevant technical areas, modelling, indicators, technical writing, editing etc
- Experience with the successful development of large project proposals.
- Experience working in a language other than English and with partners from diverse cultural backgrounds.

## Skills

- Excellent project and portfolio management skills.
- Excellent planning of people, budgets and resources to deliver outputs and outcomes.
- Critical thinking and constructive scrutiny of concepts and ideas.
- Strategic thought, vision and planning.
- Ability to develop and maintain effective collaborative relationships.
- Excellent interpersonal and communication abilities.
- Motivation of a team to achieve desired outputs.
- Fluency in written and spoken English, with fluency in another UN language highly desirable.

## **Type of Person Required**

This successful candidate will be an experienced leader and role model, able to inspire the confidence of staff, and work closely daily with the Principal Scientist and Chief Scientist, and the organisation's wider Leadership Team. They will have an exceptional track record of project development and delivery, with experience of managing a high performing team of experts. They will be a problem-solver, able to address challenges as they arise and find creative solutions to them.

## **Special circumstances**

The successful applicant will be based at the UNEP-WCMC offices in Cambridge, UK, but may be required to travel internationally to fulfil the requirements of this position.

## **Other relevant information**

This is not a United Nations Post.

# OUR OFFER

**Job Title:** Deputy Head of Science

**Team:** Science

**Reporting to:** Chief Impact Officer

**Job Reference:** AD1457

**Start date:** To be confirmed

**Salary:** GBP 53,000 to GBP 57,000 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 permitted to offer visa sponsorship where the role meets sponsorship criteria. WCMC pays the employer costs, but does not pay for the costs that the employee is responsible for, including the health surcharge and visa cost, which can be over £7000 per person for the full sponsorship term.

***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 6 weeks paid paternity leave and 1 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 230 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 where this is compatible with visa sponsorship criteria. Due to recent changes in this criteria, we are only able to offer sponsorship for our higher grade roles.

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: 21st January 2024**



# WCMC

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[www.unep-wcmc.org](http://www.unep-wcmc.org)