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**JOB DESCRIPTION**

Job Title: **Team Leader – Policy and Governance**

Work Unit: Georesources and Energy Programme (GEP);

Geoscience, Energy and Maritime (GEM) Division

Responsible To: Deputy Director – Georesources and Energy Programme (GEP)

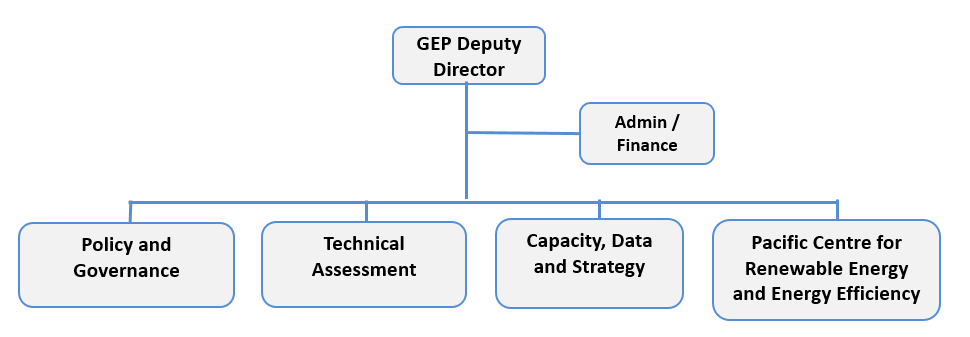
Responsible For: Two Direct Reports (1 Energy Policy Officer, 1 Energy Knowledge Management Officer)

Job Purpose: The position of Team Leader – Policy and Governance is one of the four senior positions within the Georesources and Energy Programme of the Geoscience, Energy and Maritime Division. This position will focus on providing advice to PICTs on policy matters, participating in GEP’s resource mobilisation efforts, and coordinating SPC’s effort in assisting PICTs to develop and/or review national policies, laws and regulations pertaining to the management of georesources and energy. The position works with teams across the GEM Division in policy and governance domains.

The Team Leader – Policy and Governance will be working with internal and external counterparts to develop and progress joint energy efficiency and relevant policy proposals for submission to donors and partners. This position is responsible for effective coordination of tasks with PICTs and donor agencies in policy and governance.

Date: April 2020

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| **Organisational Context:** |



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| **Key Result Areas (KRAs):** |

The position of Team Leader – Policy and Governance encompasses the following major functions or Key Result Areas:

1. Managing Policy and Governance Team

2. Spearheading fundraising efforts for Energy Efficiency

3. Coordinating the development of national policy and legislation

4. Coordinating the development / review of Regional Frameworks and monitoring their implementation progress.

***The performance requirements of the Key Result Areas are broadly described below***

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| **Jobholder is accountable for** | ***Jobholder is successful when*** |
| **KRA 1: Managing Policy and Governance Team (20%)**   * Provide sound leadership to the Policy and Governance Team (PGT); * Provide mentorship to team members and support their professional development; * Planning, prepare annual work plan and budget for the PGT; * Ensure PGT collaborates effectively with relevant projects / programmes within GEM Division and external partners; * Provide the necessary support to the Deputy Director of GEP and GEM Division Director. | * Team efficiency, moral and motivation maintained /enhanced; * Team knowledge, skills and confidence enhanced; * Work plan implemented successfully and in a timely manner and within budget; * Effective collaboration across GEM Division and with partners; * Deputy Director GEP and Director GEM Division effectively supported. |
| **KRA 2: Spearheading fundraising efforts for Energy Efficiency (25%)**   * Lead GEP’s effort in progressing the joint SPC-SPREP Energy Efficiency (EE) proposal to be submitted to GCF; * Work very closely with SPREP’s Climate Change Mitigation Adviser and DD – GEP to ensure timely review and submission of the EE concept note and full proposal to GCF; * Explore new funding / collaboration opportunities for policy and governance, energy efficiency and related areas with partners/donors. * Prepare, review and submit project proposals (including Theory of Change, Logical Framework, and concept notes) to donors. * Participate in GEP’s resource mobilization committee meetings and activities including brainstorming / planning, information sharing, meetings with partners and donors, and review of other GEP project proposals. | * EE concept note and full proposal finalised and submitted to GCF Secretariat; * EE concept note and full proposal developed, reviewed and submitted to GCF Secretariat; * New funding / collaboration opportunities identified and project proposals developed, reviewed and submitted to partners/donors; * Project concept notes / proposals developed, reviewed, submitted and negotiated with donors. * Actively participated in GEP’s resource mobilization efforts such as brainstorming /planning, information sharing, meetings with donors and partners, and review of project proposals. |
| **KRA 3: Coordinating the development / review of national policy and legislation (35%)**   * Provide policy and evidence-based advise to PICTs; * Coordinate SPC’s assistance to PICTs in drafting / reviewing national georesources and energy policies, legislation, and strategies; * Lead / coordinate SPC’s assistance in the implementation of policy and governance component of the EDF11 FSM SEAM Project; * Liaise with the GEP Deputy Director and the FSM SEAM Project Team Leader to ensure the smooth implementation of the policy and governance activities of the project; * Provide technical assistance and advice to PICTs on Minimum Energy Performance Standards (MEPS) and other aspects of energy efficiency; * Facilitate the engagement of consultants / external advisers, as and when necessary, to assist PICTs in the formulation of national georesources and energy policies, legislation and strategies; * Measure, where possible, the impacts of national policies and legislation | * PICTs make informed decisions based on sound policy and evidence-based advise; * Development/review of PICT national georesources and energy policies, legislation and strategies successfully completed; * FSM’s policy, institutional and legal reforms developed and enforced; * Policy and Governance aspect of the FSM SEAM project successfully implemented. * PICTs energy efficiency/MEPS policies and laws developed, finalized/enacted and enforced; * Consultants / external advisers engaged and their assigned tasks successfully completed; * Impacts of having and enforcing national policies and legislation are measured as satisfactory. |
| **KRA 4:** **Coordinating the development / review of Regional Frameworks and monitoring their implementation progress (20%)**   * Coordinate the review of the Framework for Action on Energy Security in the Pacific (FAESP) 2010-2020; * In collaboration with the Consultant, partners, and PICTs ensure the new version of the Regional Energy Framework is ready for PICTs to use from 2020; * Lead and coordinate SPC’s effort in monitoring the FAESP / new framework implementation progress in PICTs; * Coordinate the review of the Regional Deep Sea Minerals (DSM) Agreement, and provide secretariat support to PICTs for its ratification. * Collaborate with CTIF/ECONOLER on the development of a new version of the Pacific Energy and Gender Strategic Action Plan (PEGSAP). * Lead / coordinate the development / review of any regional framework pertaining to georesources and energy in the Pacific. | * Review of the FAESP is initiated and PICTs and partners are engaged in the review process; * The new 2020-2030 Regional Energy Framework is completed, approved by the Energy Ministers / Forum Leaders in 2020; * The FAESP / new framework implementation progress satisfactorily monitored and reported for decision making and implementation improvement; * Regional DSM Agreement successfully reviewed and ratified by a number of PICTs. * The new PEGSAP 2020-2030 completed and endorsed in the Pacific Energy Advisory Group (PEAG) meeting in 2020. * Regional framework developed / reviewed, finalized and used by PICTs. |

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

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| **Work Complexity:** |

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| Most challenging duties typically undertaken:   * Ability to deal with a multitude of national, regional and international stakeholders amid competing demands and deadlines; * The review process including the endorsement of regional frameworks; * The long process of stakeholder consultations and review of national policies and legislation; * Provide advice to Deputy Director of GEP, and the Director of GEM Division. |

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| **Functional Relationships & Relationship Skills:** |

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| Key internal and/or external contacts | Nature of the contact most typical |
| **External**   * Counterparts in the Departments / Ministries of Energy; Transport; Mineral / Natural Resources; Customs; and Attorney General / Crown Law; * Power Utilities and Mining / Quarrying Companies; * Importers and retailers of electrical appliances; * Research institutions and industries; * Consultants * Donors and partners | Country work priorities, stakeholder consultations, and awareness;Planning, and preparation and implementation of work plans;Coordination, collaboration, and partnerships;Funding and financial issues;Reporting. |
| **Internal**   * Director GEM Division * Deputy Director – GEP * GEP staff * GEM Division staff * Other policy and governance team at GEM Division and SPC | Decision makingDivisional and programme strategy, planning and resource allocation.Work plan development and approvalFundraising, and partnershipsFinance and auditingProfessional development and mentoring. |

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| Level of Delegation: |

The position holder:

- May manage a budget in consultation with GEM Director and/or Deputy Director of GEP.

- Able to sign standard letters on SPC letterheads for travel and implementation of work plan.

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| **Personal Specification:** |

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

**Qualifications**

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| **Essential:** | **Desirable:** |
| * A post-graduate degree in a relevant field such as natural resources management and law, development of legal instruments related to natural resources, and/or international development. | * Demonstrated experience in georesources and renewable energy. * Demonstrated ability to raise external funding. * Relevant experience in policy formulation. |

**Knowledge/Experience**

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| **Essential:** | **Desirable:** |
| * At least 5 years of leadership experience at project/programme management level * Demonstrated ability to prioritise and deliver timely and high quality project outputs and outcomes. * Experience in research and analysis, including in-depth knowledge in at least one of the sectors * At least 10 years of experience in the georesources and energy sectors. * Previous experience working with donors and developing country partners; * Strategic planning and organisational development experience * Awareness of the status of PICTs energy policies and legislation; * Demonstrated ability to engage with donors, partners and other stakeholders; * Excellent oral and written English communication skills. | * 5 years of experience working in the Pacific and/or a developing region; * 5 years’ experience in an energy-related government department * Demonstrated ability to take initiatives and work without supervision * High level of interpersonal skills and work in a cross cultural environment; * Willingness to undertake frequent travel both within and outside the region; * Excellent PC based computer skills, including high proficiency in Microsoft Office and use of the Internet. |

**Key Skills/Attributes/Job Specific Competencies**

The following levels would typically be expected for the 100% fully effective level:

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| Expert level | * Provide sound technical advice to Deputy Director of GEP and Director of GEM Division * Identify and advocate for new/innovative ideas and solutions that will help GEP address its challenges and fulfill its purpose |
| Advanced level | * Critical thinking and foster partnerships * Support and contribute to team work and GEP’s fundraising effort |
| Working knowledge | * Knowledgeable in framework and policy formulation * Familiar with many (if not all) aspects of georesources and energy |
| Awareness | * Gender and cultural sensitivity issues of working in a male dominated sector and the Pacific region * SPC goals and policies |

**Key Behaviours**

*All employees are measured against the following* ***Key Behaviours*** *as part of Performance Development:*

* + Commitment/ Accountability
  + Professional/Technical Expertise
  + Teamwork
  + Customer Focus
  + Effective Communications & Relationships
  + Leadership
  + Coaching and Development
  + Strategic Perspective

**Personal Attributes**

* Motivate and team building
* Team player
* Multitasking role
* Passing of knowledge and skills
* High level of commitment

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| **Change to Job Description:** |

From time to time it may be necessary to consider changes in the job description in response to the changing nature of the work environment - including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

**Approved:**

Manager/Supervisor Date

Employee Date