

Job Description

JOB TITLE:	PISCES POLICY LIAISON OFFICER
REPORTS TO:	PISCES PROJECT MANAGER
DEPARTMENT:	MARINE
DIVISION:	PROGRAMMES

JOB CONTEXT

WWF UK has been awarded a grant under the European Commission's LIFE+ budget line to implement an innovative marine project based around the Celtic Sea, "Partnerships Involving Stakeholders in the Celtic Sea Ecosystem (PISCES)" The project will last for 3 years, concluding in June 2012. Activities will be led by WWF UK in partnership with The Environment Council and WWF Spain, and support from technical leads in Ireland and France.

Like oceans and seas across the world, the health of the marine ecosystem in the Celtic Sea region is under significant threat. In response to such problems, implementation of an ecosystem approach is widely advocated as the solution to reversing damage to the marine environment. The PISCES project will work closely with key stakeholders in the Celtic Sea region towards improving engagement with and delivery of an ecosystem approach to sustainable marine management. This is a complex project working across a very diverse range of stakeholders, cultures and national boundaries

The project aims to:

- i) develop a common understanding of the ecosystem approach with and among stakeholders;
- ii) produce a set of stakeholder led guidelines for the implementation of an ecosystem approach to the management of activities in the Celtic Sea Sub region, which can then be disseminated and applied throughout other maritime regions of the EU; and
- iii) challenge existing and test new creative methodologies and processes for stakeholder engagement

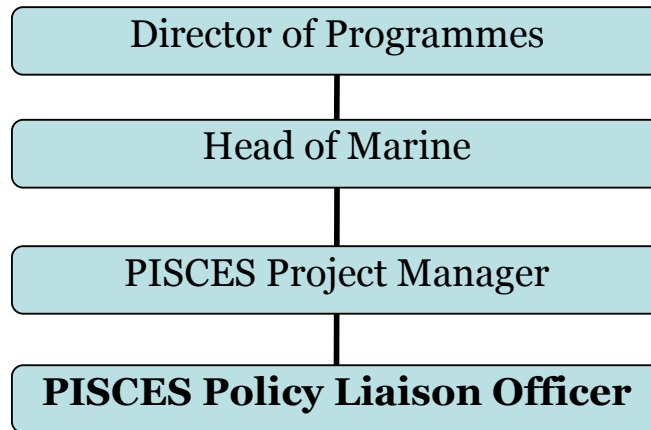
JOB PURPOSE

The Policy Liaison Officer will provide the PISCES partners and beneficiaries with expertise on marine policy. In particular this will include inputs on ecosystem approaches; EU Marine Strategy Framework Directive; Marine Spatial Planning and marine management in general.

The post holder will ensure that an active dialogue is maintained throughout the project to enhance common technical understanding; to meet the project goals, and to enhance project recognition. They will assist with the organisation of stakeholder workshops and will be the principle technical contact point for UK government and stakeholders in relation to PISCES, and they will work closely with the Country Technical Leads in order to gain information from other Member State governments and stakeholders, and act as a liaison between the stakeholders and governments.

The Policy Liaison Officer will also be required to deputise for the Project Manager as and when necessary

ORGANISATION CHART



DIMENSIONS

The Policy Liaison Officer post comes under the immediate supervision of the PISCES Project Manager. The post holder has no direct line management responsibilities but will take responsibility for actively engaging with and supporting the PISCES project partners, subcontractors and stakeholders; and with relevant staff in the WWF Network as required.

In carrying out their role, the post holder will ensure the capture and dissemination of technical and policy knowledge relevant to the project participants in a timely fashion, and in accordance with the donor contract.

The Policy Liaison Officer will be based in the project office in the WWF Cymru office, Cardiff.

PRINCIPAL ACCOUNTABILITIES

- Maintain and make available an up-to-date knowledge of relevant UK technical and policy information and activity and wider marine policy, including ecosystem management; EU Marine Strategy Framework Directive and Marine Spatial Planning
- Actively liaise between UK Government and PISCES project participants and produce meeting reports and policy briefs
- Work closely with PISCES Country Technical Leads to gain and share information from other Member State governments and stakeholders
- Develop an advocacy plan in cooperation with partners and country leads and identify and organise related events
- Organise stakeholder workshops and other events, maintaining effective stakeholder liaison throughout the project
- Work closely with the Marine Administrator to ensure effective logistical support is undertaken for project events and workshops in the UK and Europe
- Represent the PISCES project at relevant meetings and events as agreed with the PISCES Project Manager
- Deputise for PISCES Project Manager as and when required
- Provide technical and policy input as needed between PISCES participants, governments, and within the WWF network

- Ensure PISCES publications, websites and other communications are technically accurate and current
- Manage a policy budget line, ensuring effectiveness, efficiency, value for money, and project compliant reporting
- Build and maintain effective relationships with external and internal project participants

WWF-UK'S SUCCESS FACTORS

All employees in the organisation are expected to demonstrate that they fulfil or can develop the skills, knowledge and behaviours that comprise WWF-UK's Success Factors.

In summary, these include:

- **Getting the big picture:** doing what is best for the organisation as a whole by thinking and acting in line with WWF-UK and WWF Network strategies.
- **Achieving results:** knowing what must be done and successfully delivering, helping others along the way.
- **Working together:** collaborating across teams, divisions, the WWF Network and with partners for greatest impact.
- **Managing myself:** managing thinking, emotions and communication for personal effectiveness.

PERSON SPECIFICATION

The successful candidate should also be able to show evidence of the following specific attributes:

Essential

- A first and/or higher degree (or equivalent level) in a subject relevant to marine science &/or policy
- Significant experience in marine policy work in programmes/projects with a conservation focus
- Understanding/Experience of stakeholder liaison/engagement
- Good analytical and strategic competencies
- Good diplomatic skills and ability to work with governmental officials, global partners, and a wide range of stakeholders from various cultures and backgrounds
- Excellent oral & written communication skills
- Excellent interpersonal, negotiation and organisational skills
- Ability to work to tight deadlines and to be flexible
- A clear commitment to WWF's mission

Desirable

- Good, recent knowledge of policies and players in EU marine policy and management
- Good understanding of EU project implementation
- Working knowledge of French and/or Spanish
- Extensive experience of ecosystem management

- First degree or equivalent in science and a post-graduate qualification in marine science, including marine policy.
- Significant experience of working on marine or related environmental issues in an environmental NGO, the public or private sector or a research organisation.
- Working background in marine legislation and marine policy.

Getting the Bigger Picture

Astute judgement and an understanding of significant economic, political and social trends impacting on WWF's marine policy work.

Ability to align marine policy work to WWF-UK's organisational vision, strategy, goals and priorities.

Demonstrates awareness of the external context, (including audiences, commercial restraints), in which WWF works

Achieving Results

Proven ability to manage and develop projects, deliver on time, budget and on quality.

Proven ability to clearly define timeframes and activities to achieve challenging yet realistic plans

Ability to show drive, determination and perseverance to achieve objectives

Takes a proactive approach to problem solving

Working Together

Excellent writing and drafting skills, high standard of written English, and an ability to tailor written work effectively

Strong Interpersonal skills and negotiation skills.

Ability to take scientific knowledge and translate it into practical policy proposals.

Ability to contribute to the team agenda and positively impact team spirit.

Captures and shares knowledge and information in an appropriate way

Ability to engage in expectations exchanges with colleagues and partners to clarify working relationships and processes

Managing Myself

Ability to manage workload effectively, considering organisational and team demands

Experience of Microsoft Office applications

Ability to Manage own contribution (listens to understand, doesn't interrupt, thinks before speaking, keeps on purpose)