

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

JOB TITLE:	Global Policy Officer
DIVISION/DEPARTMENT:	Policy Division

1. OVERALL PURPOSE OF JOB

The postholder will work with the Global Policy team, and wider policy networks, to deliver on a range of significant biodiversity and development policy and advocacy initiatives, in particular renewable energy (such as wind and solar). Working to reconcile such development with biodiversity, the postholder will contribute significantly to global efforts to mitigate climate change and achieve the goals of the IPCC, Paris Agreement and SDGs through the global energy transition. The job will have a focus on contributing to safeguarding biodiversity at sites (in particular Key Biodiversity Areas such as Important Bird and Biodiversity Areas and Alliance for Zero Extinction sites) and across wider landscapes such as flyways. The postholder will develop, disseminate and advocate best practice policy guidance, science and spatial mapping tools on high priority renewable energy and other development issues to key stakeholders, including the BirdLife Partnership. This will include supporting broader efforts across BirdLife to ensure biodiversity science, tools and safeguards are embedded in policies of multi-lateral development banks and other financing institutions, governments and industry.

2. STAFF RELATIONSHIPS

REPORTING TO (LINE MANAGER):
<ul style="list-style-type: none">• Global Climate Change Programme Coordinator
REPORTING TO JOB HOLDER (LINE MANAGED STAFF):
<ul style="list-style-type: none">• Interns/volunteers
PRINCIPAL OTHER STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN SECRETARIAT: <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none">• With other staff of the Science, Policy and Information Department• With Conservation Division staff• With staff in BirdLife regional offices who have a policy and advocacy role• With other staff in all divisions of the Secretariat, especially those involved with science, information management, business, communication and Partner development issues
PRINCIPAL STAFF RELATIONSHIPS/RESPONSIBILITIES WITHIN BIRDLIFE NETWORK : <i>(Include nature of work relationship)</i>
<ul style="list-style-type: none">• Staff across the BirdLife Partnership, particularly those involved in policy and advocacy and including project staff

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

3. KEY WORKING RELATIONSHIPS

(Note: Rank each contact type on level 1-3 as indicated below)

Contact	Level (1-3)	Contact	Level (1-3)	Contact	Level (1-3)
BirdLife Network Organisation Staff	3	General Public	1	Institutional policy makers /Politicians/ Corporations	3
BirdLife Advisory Groups, Committees, Reg. Councils	1	Press & Media	1	Institutional Funders	2
BirdLife Global Council	1	Regulators/Legislators / Auditors	1	Individual donors/ members	1
Suppliers/Service Providers	2	Scientific Community	2	Royalty/VIPs/ High worth Individuals	1
Level of Contact 1.= General Informing. "Appearance, first impressions". May have some independent outside exposure and contact, primarily informative. 2.= Presenting/Representing/Reporting "Relationship management". Independent exposure representing BirdLife. Maintaining individual contacts. Usually managing information flow. 3.= Justifying/Negotiating - "Influencing decision makers". Independent exposure as lead contact, representing Birdlife to highly influential people. Responsible for complex and sensitive/high risk communications.					

4. MAIN DUTIES/WORK PROGRAMME RESPONSIBILITIES

By main work area:
<ol style="list-style-type: none"> 1. Review policies and plans of financial institutions and development banks and where needed develop and implement a strategy for working to strengthen these policies to reflect biodiversity needs. 2. Develop and maintain best practice policy guidance materials for a wide range of stakeholder audiences to safeguard biodiversity from key impacts. 3. Develop BirdLife advocacy messages for key opportunities and target audiences, to promote the integration of biodiversity safeguards within energy and other development plans and policies of government, financing institutions and the private sector. 4. Coordinate a BirdLife organisational response to policy-relevant consultations from organisations external to BirdLife. 5. Provide support to the Global Climate Change Programme Coordinator in BirdLife's role of coordination of the Convention on Migratory Species Energy Task Force, a multistakeholder platform of governments, banks, industry and conservation that works towards reconciling renewable energy developments with the conservation of migratory species. This will include the organisation and development of meeting logistics, promotional materials, guidelines, webpage updates and Task Force membership. 6. Provide direct and remote technical and training support and materials to key Partner staff to help realise advocacy objectives. 7. Ensure the provision of technical policy guidance and backstopping to Partners on a range of issues within national implementation that relate to BirdLife priorities. 8. Assist BirdLife Partners to engage nationally to foster conservation collaboration across different sectors and actors. In particular, through advice and advocacy on national energy policy, reporting on and raising ambition of Nationally Determined Contributions and

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<p>National Biodiversity Strategies and Action Plans.</p> <p>9. Produce and share outreach materials to spread policy and advocacy experience widely across the BirdLife Partnership.</p> <p>10. Contribute to researching and writing policy papers on issues relevant to BirdLife’s advocacy.</p> <p>11. Represent BirdLife in key networks and at relevant meetings and conferences.</p> <p>12. Support internal and external Global Policy communications, including extranet, website and social media.</p> <p>13. Develop opportunities for funding and write funding proposals to advance BirdLife’s work on safeguards and renewable energy development.</p>
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5. LIMITS OF AUTHORITY/RESPONSIBILITY FOR RESOURCES

RESPONSIBILITY AREA	LEVEL OF AUTHORITY
Financial/Budgetary	Authorised to make expenditure within previously agreed budget limits, under delegated authority from Head of Division
Contracts – Funders	None
Contracts – Staff/Consultants	None
Contracts – Service providers	None
Legal Responsibility	None

6. EDUCATION/SKILLS AND OTHER SPECIAL REQUIREMENTS

REQUIREMENTS	KNOWLEDGE/SKILLS/ATTRIBUTES
Minimum General Education	To first degree level, or equivalent experience
Job Specific Education/Qualification	Degree (or equivalent experience) in a subject related to conservation, climate change or sustainable development (this could include, for example, public policy, law or environmental economics)
Job Specific Knowledge	<ul style="list-style-type: none"> - Good understanding of renewable energy issues, Environmental Impact Assessment and Strategic Environmental Assessment - Understanding of the need for conservation policy advocacy and the landscape of Multilateral Environmental Agreements - Experience/understanding of the landscape of conservation finance and the role of development banks
Experience	Evidence of practice in energy and /or conservation and/or development policies
Management & organisational skills	<ul style="list-style-type: none"> - Ability to work effectively with a large decentralized team of professionals of different nationalities and to mobilize it for common goals - Good interpersonal and teambuilding skills

BIRDLIFE INTERNATIONAL - JOB SPECIFICATION/DESCRIPTION

	<ul style="list-style-type: none">- Ability to adapt to different situations- Ability to work unsupervised
Communications skills	<ul style="list-style-type: none">- Ability to communicate to a wide range of audiences written and orally- Excellent spoken and written English- Good networking and representation skills
Creativity & Initiative	<ul style="list-style-type: none">- Well developed creativity and initiative- Ability to analyse complex problems- Ability to think strategically
Computer Literacy	<ul style="list-style-type: none">- Computer literacy in all standard Microsoft packages
Languages	<ul style="list-style-type: none">- Knowledge of Arabic, Spanish, French is an asset
Travel requirements	<ul style="list-style-type: none">- Occasional travel – may increase over time
Other	<ul style="list-style-type: none">- Strong commitment to conservation- Understanding of scientific and technical issues, including GIS

Prepared by: Melanie Heath / Noelle Kumpel / Ashton Berry	Date: July 2019
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