



*for a living planet*<sup>®</sup>

## JOB DESCRIPTION

<b>Position title:</b>	Coordinator Biodiversity Policy
<b>Reports to:</b>	Director, Global and Regional Policy
<b>Supervises:</b>	None
<b>Grade:</b>	B1
<b>Date:</b>	July 2011

**I. Mission of the Department:** The Global and Regional Policy Unit provides high level analysis, recommendations, strategic information, representation and support for advocacy for a range of intergovernmental processes to help the WWF network deliver priority conservation outcomes.

**II. Major Functions:** Consults and develops positions and policies to facilitate one WWF network voice to various appropriate global and regional institutions and policy dialogues. Provides expertise, analysis, coordination and facilitation to support the WWF network engage to with relevant external decision makers and organisations to help protect biodiversity.

### **III. Major Duties and Responsibilities:**

- Facilitate and support WWF network engagement in appropriate institutions and fora to achieve WWF priority conservation outcomes
- Help build the capacity of the WWF network to identify and take advantage of policy, political and business opportunities to demonstrate WWF priorities are of interest to major portfolio areas and high level decision makers
- Particularly focus on links between biodiversity other policy areas such as development, global environmental governance, economic, cross cutting, industry and foreign policy
- Spot major emerging trends and issues deliver appropriate information, strategic analysis, direction and proposed actions in policy areas in terms of the relationship between biodiversity and major government portfolios such as foreign affairs, economic, finance, security, development and environment
- Consult with WWF network colleagues to develop position papers and policies which give coherence, context and one voice to WWF work with appropriate institutions and dialogues
- Find and utilize appropriate intervention points in global and regional policy and political processes to develop and deliver priority messaging and work to achieve political outcomes in these processes
- Develop, lead or support political and advocacy strategies which can deliver outcomes for WWF conservation priorities
- Build strong links internally with appropriate areas of the WWF network and externally with relevant organizations and individual
- Lead WWF network engagement with the Convention on Biological Diversity
- Create, support or manage virtual WWF teams from across programmes to develop common WWF positions on specific issues such as biodiversity – and the private sector, financing, economics, footprint as needed

- Ensure biodiversity issues are identified, addressed or supported in major WWF assessments, communications, campaigns and publications
- Other activities as directed by Director, Global and Regional Policy.

#### IV. Profile:

##### Required Qualifications

- Graduate or post graduate qualifications in relevant disciplines such as biodiversity, political science, international relations, law, communications or equivalent professional experience
- At least five years relevant professional experience including advocacy, intergovernmental processes or political analysis
- Broad understanding of the relationships between biodiversity and geopolitical economic, business, development and industry priorities
- Capacity to work rapidly and accurately under pressure and to quickly define and adhere to priorities
- Knowledge of establishing and using data bases and tailoring them to WWF needs
- Knowledge of relationship of global policy norms and standards to on the ground implementation

##### Required Skills and Competencies

- Ability and enthusiasm to digest information from a variety of electronic, verbal and written sources and produce clear analysis and recommendations for action
- Strategic sense, demonstrable understanding of geopolitics, multilateral, regional and national interests and aspirations
- Ability to use judgement to predict trends, identify political operating space for WWF biodiversity priorities to be met and to tailor research, support and advocacy work appropriately
- Internal and external networking and communications skills, ability to lead and inspire, strong diplomatic skills with sensitivity to political issues and to design advocacy strategies and see them through to success
- Ability to work in multicultural environment and to create and facilitate virtual teams and virtual workspaces
- Fluency in written and oral English, other languages an advantage
- Excellent organisation, highly computer literate (including competencies in use of spreadsheets, web and computer team writing tools), accurate, reliable, flexible, creative and a problem solving attitude
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging.*

#### V. Working Relationships:

**Internal** – The candidate will work with a small local team which works with and supports a devolved global network of related conservation offices.

**External** – Multilateral organisations, government officials, research institutions, NGOs and other partners.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by Departmental Director: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_

Date: \_\_\_\_\_