



JOB DESCRIPTION FOR THE POST OF PROJECT COORDINATOR – SHORT TERM¹

1. Applications are invited from suitably qualified candidates for the post of Project Coordinator in the Secretariat of the OSPAR Commission ideally for the period January 2021 – November 2022 (22 months).
2. This work is under the OSPAR project to develop the Quality Status Report 2023 and will be for this fixed period only (subject to the required period of probation).
3. The successful candidate will be asked to take up his/her post ideally from January 2021.
4. The post is open to nationals of the Contracting Parties to the OSPAR Convention (see below), or nationals of any other State which is a Member State of the European Union.

The OSPAR Commission

5. The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment of the North-East Atlantic. It has 16 Contracting Parties: that is, Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, the United Kingdom of Great Britain and Northern Ireland and the European Union. The Commission is administered by a Secretariat based in London. The working languages are English and French.
6. The responsibilities of the Secretariat include the preparation and reporting of meetings of the Commission and its subsidiary bodies, general secretariat duties connected with the smooth running of the Commission's activities and projects and relations with the public, the media and intergovernmental and non-governmental organisations. Further information about the OSPAR Commission can be obtained from the Commission's website at www.ospar.org.
7. As part of these activities the OSPAR Commission acts as the regional coordination mechanism for the EU Marine Strategy Framework Directive, by which EU Member States cooperate to achieve Good Environmental Status in the North-East Atlantic. Under the Directive, one major activity is for Member States to report on the state of the marine environment in their waters. OSPAR supported this activity by developing a common status report (the [Intermediate Assessment](#)) for the North-East Atlantic, based on common indicators and thematic assessments.

The OSPAR Quality Status Report 2023

8. The objective of the OSPAR Quality Status Report (QSR) to be published in 2023 is to assess the environmental status of the North-East Atlantic against the objectives of OSPAR's North-East Atlantic Environmental Strategy 2010-2020 (NEAES 2020), evaluate any updated or additional objectives from NEAES 2020-2030, and identify the priority actions to achieve OSPAR's vision of a clean, healthy, biologically diverse

¹ Applicants' data will be handled in line with the OSPAR Privacy Policy, <https://www.ospar.org/privacy>

sea, used sustainably. In addition, QSR 2023 is being developed in a way that will allow it to be used by Contracting Parties that are also EU Member States to support their reporting obligations under the Marine Strategy Framework Directive.

9. The objective, scope of work, delivery process and responsibilities of the OSPAR Committees and working groups (subsidiary bodies) in delivering this work is described in the [‘QSR 2023 Guidance Document’ \(Agreement 2019-02\)](#). The role of the Project Coordinator is to coordinate delivery of the key preparatory phases of the QSR 2023 in accordance with the requirements set out in the guidance document.

10. The Project Coordinator will coordinate work across OSPAR’s Committees and working groups, to deliver the technical level components of the QSR 2023. The Project Coordinator will be responsible for supporting delivery of the following elements in line with the agreed format and content:

- thematic assessments as a part of the QSR 2023 (agreed at OSPAR level);
- helping with the drafting of the synthesis report;
- common indicator assessments;
- candidate indicator pilot assessments; and
- other assessments as part of the QSR 2023.

Description of the post and requirements

11. The Project Coordinator will be responsible for supporting the work of OSPAR’s Intersessional Correspondence Group on managing delivery of the Quality Status Report (ICG-QSR). The Coordinator will work closely with the Convenors of the ICG to support its meetings and will regularly report project progress to the ICG.

12. The Project Coordinator will play an essential role in helping draw the many strands of QSR 2023 work together, to the satisfaction of the Contracting Parties. The Project Coordinator will work closely with national experts working in OSPAR subsidiary bodies and will be guided by the Deputy Secretaries when working to support the OSPAR Committees and working groups. The Project Coordinator will receive the support and guidance of the Executive Secretary and other relevant members of the OSPAR Secretariat.

13. The Project Coordinator will be expected to make himself/herself familiar with the full range of activities related to the development of thematic assessments and indicator assessments. This will mean both understanding the detail of the QSR 2023 project and being able to make connections to the wider work of OSPAR via Deputy Secretaries with the relevant Committees and their working and expert groups within OSPAR.

14. The Project Coordinator will need to be flexible and adopt different roles in delivering the various contributions to the QSR. For some topics, the Coordinator may need to have a close involvement in the drafting and editing of the thematic assessments, whereas for other topics, expert teams may lead and the Coordinator will take a supporting role to facilitate their work. The Coordinator will ensure quality and consistency in the outputs, editing them as necessary. The Coordinator will help to organise workshops to disseminate and discuss draft versions of the thematic assessments.

15. The Project Coordinator will regularly update OSPAR subsidiary bodies on progress in delivering the QSR 2023.

16. OSPAR’s Executive Secretary will be the overall supervisor for this post, although much of the day to day activity will be managed and guided by the Deputy Secretaries and (Co-)Convenors of ICG-QSR.

Experience and Qualifications

17. The person to be appointed will have attained a general educational standard equivalent to a good university degree, preferably in natural/environmental sciences and will normally have had at least five years' relevant work experience.
18. Project management experience is essential, including: monitoring and analysing for project development, implementation and delivery; reviewing relevant documents and reports; identifying problems and issues to be addressed and recommending corrective actions; liaising with relevant parties; identifying and tracking follow-up actions.
19. Strong written and verbal communication skills (in English) and good interpersonal skills are essential, with additional languages an advantage.
20. Experience in synthesising complex information for technical reports is essential, as is a demonstration of an understanding of policy needs related to evidence (such as monitoring and assessment).
21. Experience or knowledge of applied marine science or marine policy is required.
22. Familiarity with working with design and spreadsheet software is essential. Working knowledge of SharePoint will be an advantage.
23. Experience of working in teams, in particular international, cross-sectoral or cross-institutional teams will be a strong advantage.
24. A high level of organisation, thoroughness, attention to detail and an ability to deliver to tight timelines should be demonstrated.

Terms of Service and Remuneration

25. The terms and conditions of service are those set out in the Commission's Staff Regulations (which can be found on the OSPAR website under [Staff regulations](#)). The Staff Regulations are currently being amended.
26. The remuneration package is in the region of £33,500 with attractive additional allowances and benefits depending on entitlement. Further details on the allowances which may be payable are set out in the Commission's Staff Regulations.

Procedure

27. Applicants are requested to submit a two page curriculum vitae together with a covering letter explaining why they consider themselves suitable for this post.
28. If you have any questions about the application procedure, please contact Barbara Middleton (barbara.middleton@ospar.org)
29. The closing date for applications is Monday 12 October 2020 and applications should be addressed to:

The Executive Secretary

OSPAR Commission

secretariat@ospar.org

Applications should be sent by e-mail. Please include the following in the subject line of your e-mail: "Application – Project Coordinator – QSR2023". The Secretariat will acknowledge receipt of all applications by email. If an acknowledgement is not received, applicants should contact the Secretariat to check that their application has been received.

30. The timetable for the procedure for appointing the Project Coordinator is as follows:

Step	Date
Applications to be sent to the Executive Secretary	Monday 12 October 2020
Shortlisting of candidates	Monday 19 October 2020
Interview with short-listed candidates resulting in recommendations for appointment	Thursday 5 November 2020
Successful applicant to take up appointment	January 2021