



OSPAR Commission  
The Aspect  
12 Finsbury Square  
London, EC2A 1AS

## Vacancy Announcement and Job Description for the post of Deputy Secretary<sup>1</sup>

**We are looking for a highly motivated, outcome-focused Deputy Secretary with excellent team working skills to support OSPAR's work on cross-cutting issues and international engagement.**

### **The OSPAR Commission**

1. The OSPAR Commission is an international intergovernmental organisation established to protect the marine environment in the North-East Atlantic. It consists of representatives of the Contracting Parties: 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, which also supports a sister organisation, the Bonn Agreement.
2. The Secretariat supports the work of the OSPAR Commission and the Bonn Agreement. Its responsibilities are to help the OSPAR Commission and the Bonn Agreement to develop and implement policies and regulations. The Secretariat is currently composed of an Executive Secretary, four Deputy Secretaries, six administrative assistants and one project coordinator, each with their own areas of responsibility. The working languages are English and French.
3. Further information about the OSPAR Commission can be found on the Commission's website at [OSPAR Commission | Protecting and conserving the North-East Atlantic and its resources](https://www.ospar.org/).

### **Description of the post and requirements**

4. Reporting to the Executive Secretary, the Deputy Secretary will primarily be responsible for supporting and advising the relevant Committees and working groups of the Commission. They will be expected to contribute to policy formulation and develop proposals to support the work of the Commission and/or its subsidiary bodies. They will ensure the timely preparation of documents (including drafting reports, agendas, implementation plan tasks and progress reports and writing summary records of meetings) and effective follow-up to the conclusions of meetings. The Deputy Secretary will, where necessary, supervise the

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

compilation of technical reports for publication and prepare draft reports on specific issues including background documents.

5. All members of the team report to the Executive Secretary and work together to deliver the Commission's priorities. Deputy Secretaries are expected to make themselves familiar with the full range of the Secretariat's activities and to ensure integration across the different themes of work. Given the cross-cutting nature of this new role it will be especially important to work closely with the other Deputy Secretaries and the Assistants on their respective responsibilities.

6. The normal hours of work are variable and are those required to carry out the work. Subject to Covid-19 restrictions, the post requires frequent international travel, mainly within Europe.

7. Specific duties associated with this role are outlined below:

- Responsibility for cross-cutting issues including supporting the Coordination Group and oversight of its work areas and, from 2023, leading on preparation of intermediate assessments and quality status reports;
- Leading on climate change and ocean acidification under the NEAES<sup>2</sup> 2030 which requires coordination across Committees;
- Responsibility for coordinating, and where appropriate leading, the Secretariat's international engagement activity with global and regional bodies, other Regional Seas Conventions and Action Plans, other International and Intergovernmental Organisations and competent bodies (e.g. UNEP, ICES, etc.);
- Facilitating and coordinating bid applications for relevant externally-funded projects, and managing successful bids where OSPAR has lead responsibility; and
- Providing support and input to other OSPAR meetings such as the Heads of Delegation meeting and the OSPAR Commission meeting.

8. The person to be appointed will have attained a university degree, preferably in natural/environmental sciences, environmental engineering, environmental management, and will have at least five years' work experience **of relevance** to the duties of the post.

9. The principal abilities required include:

- excellent interpersonal skills in bringing together people from different teams to deliver outputs;
- a good working knowledge of regional coastal and ocean governance mechanisms, including the linkage between the United Nations Agenda 2030 Sustainable Development Goals and marine environmental protection, as well as maritime and environmental policy and its regulatory basis;
- knowledge of relevant international and European environmental regulatory processes, marine environment regulations and policy-making, in particular, knowledge of the European Union's Marine Strategy Framework Directive and related strategies;
- knowledge of practical, legal, and institutional aspects of intergovernmental organisations;

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<sup>2</sup> North-East Atlantic Environment Strategy 2030



- the ability to address the application of scientific knowledge and information management for the purposes of OSPAR's objectives and ongoing work, including in relation to ocean acidification and climate change;
- knowledge or experience of international cooperation on environmental monitoring and assessment in the marine environment would be advantageous;
- representational skills to present material to the Commission and its subsidiary bodies and to represent the views and policies of the Commission in other forums;
- sound organisational, administrative, IT and data management skills; and
- ability to work under pressure, to tight deadlines, and as part of an international team in a multicultural context.

10. The bulk of the Secretariat's work is conducted in English, but documents, reports and publications are also produced in French and some of the correspondence is written in French. A thorough knowledge of English is therefore essential, as is the ability to draft quickly, accurately, and concisely in English. Given equal professional qualifications, preference will be given to candidates who also have a good knowledge of French.

### **Terms of Service and Remuneration**

11. OSPAR Secretariat staff enjoy privileges and immunities in line with the Headquarters Agreement between the Government of the United Kingdom and OSPAR. The salaries of OSPAR Secretariat staff are exempt from UK income tax. Remuneration of staff members is guided by the salary scales of remuneration of the Co-ordinated Organisations for staff serving in the United Kingdom. Further details on the salary and on allowances which may be payable are contained in the "Remuneration" document. The full terms and conditions of service are set out in the Commission's Staff Regulations (Agreement 2000-14).

### **Applications**

12. Details on how to apply for the post are included in the Applications instructions document.

13. In accordance with the Commission's Staff Regulations, the appointment will be for an initial period of three years (subject to an initial period of probation of six months). After a review at the end of that period, a second three-year contract may then be offered. There is a maximum period of service of six years.

14. The post is open to nationals of the Contracting Parties to the OSPAR Convention, that is, nationals from the following countries: Belgium, Denmark, Finland, France, Germany, Iceland, Ireland, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom and nationals of any other State which is a Member State of the European Union.

15. This is a new post. The successful candidate will be asked to take up the post as soon as possible.

16. Location: Secretariat offices, The Aspect, 12 Finsbury Square, London, EC2A 1AS.

### **Timeline**

17. Applications should be addressed to the Executive Secretary ([secretariat@ospar.org](mailto:secretariat@ospar.org)) by **31 January 2022**.

18. The Secretariat will acknowledge receipt of your application by email. If you do not receive an acknowledgement within a few days, please contact the Secretariat to check that your application has been



received. Please include the following in the subject line of your email: “Application Deputy Secretary 2022”.

19. The *indicative* timetable for this appointment procedure is as follows:

<b>Step</b>	<b>Date</b>
Applications to be sent to the Executive Secretary	31 January 2022 at the latest
Shortlisting of candidates	25 February 2022
Interview with short-listed candidates resulting in recommendation for appointment (subject to prevailing Covid-19 restrictions these may be held online)	w/c 21 March 2022
Approval procedure finalised	8 April 2022
Successful applicant to take up appointment on	As soon as possible