



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

Vacancy Announcement and Job Description for the post of Deputy Secretary, Biodiversity¹

We are looking for a highly motivated, outcome-focused Deputy Secretary with a can-do attitude and excellent team working skills to support OSPAR's work on biodiversity. Working closely with OSPAR's 16 Contracting Parties the post offers a great opportunity to contribute to protecting and conserving the marine environment of the North-East Atlantic. The basic salary is in the region of £69,000 and, in line with the rules for international organisations, is not subject to income tax. A generous package of allowances could also apply depending on eligibility.

1. Applications are invited from suitably qualified candidates for the post of Deputy Secretary, Biodiversity, in the Secretariat of the OSPAR Commission.
2. Under the Commission's Staff Rules, the appointment will be for an initial period of three years (subject to an initial period of probation). After a review at the end of that period, a second three-year contract may be offered. There is a maximum period of service of six years, except in special circumstances.
3. The successful candidate will be asked to take up the post ideally from the beginning of July 2023. The post is based in the Secretariat offices in central London.
4. 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.

The OSPAR Commission

5. 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

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



European Union. The Commission is administered by a Secretariat based in London, which also supports a sister organisation, the Bonn Agreement.

6. 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, five Deputy Secretaries, eight administrative assistants and one project coordinator, each with their own areas of responsibility. The working languages are English and French.

7. 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](#).

Description of the post and requirements

8. The person to be appointed will have attained a general educational standard equivalent to a good university degree, preferably in natural or environmental sciences and will have had **at least five years' work experience of relevance to the duties of the post**.

9. 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. The responsibilities of the Secretariat are to help the Commission develop and implement its policies and regulations. This includes the preparation of, and assistance at, the meetings of the Commission and its subsidiary bodies, the preparation of reports and documents for these meetings, general secretariat duties connected with the smooth running of the Commission's activities and relations with the Contracting Parties, public, the media and inter-governmental and non-governmental organisations.

10. The work involves advising the relevant committees and working groups of the Commission to deliver against the agreed strategic objectives, ensuring the preparation of the documents necessary for their meetings (including drawing up technical reports, supervising the compilation of statistical reports for publication and editing draft background documents on specific problems), writing the summary records of those meetings and ensuring appropriate follow-up to the conclusions of the meetings.

11. The person appointed to this particular role is responsible for the many strands of work that are under OSPAR's Biodiversity Committee including its subsidiary bodies, currently as follows: the intersessional correspondence groups (ICG) on marine protected areas (ICG-MPA), on coordination of marine biodiversity and monitoring (ICG-COBAM), and – together with OSPAR's Environmental Impacts of Human Activities Committee (EIHA), on protection of species and habitats (ICG-POSH). In addition, the person appointed will support the work of EIHA and may be required to support other areas of OSPAR's work.

12. The principal abilities required include:

- a good working knowledge of environmental policy of OSPAR Contracting Parties and its regulatory basis, with particular reference to the marine environment;
- an understanding of the marine environment from an ecosystem perspective;
- knowledge of practical, legal and institutional aspects of intergovernmental organisations;
- the ability to address the application of environmental knowledge and information for the purposes of OSPAR's objectives and on-going work;
- 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; and

- strong organisational and administrative skills (including IT skills, among which should be familiarity with spreadsheets and data management).

13. It is desirable that the person appointed would have:

- Experience or knowledge of marine environmental monitoring and assessment; and/or
- Experience of the development and implementation of policies of OSPAR Contracting Parties relating to marine biodiversity and ecosystems.

14. 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.

15. The normal hours of work are variable and are those required to carry out the work. The post requires frequent international travel, mainly within Europe.

Terms of Service and Remuneration

16. 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](#)).

Procedure

17. Further details of this post and the way in which applications should be made is included in the "Application Instructions" document.

18. The closing date for applications is **24 February 2023** and applications should be sent for the attention of the Executive Secretary to secretariat@ospar.org. 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 Biodiversity 2023".

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

Step	Date
Applications to be sent to the Executive Secretary	24 February 2023
Shortlisting of candidates	24 March 2023
Interview with short-listed candidates resulting in recommendations for appointment	28 April 2023
Approval procedure finalised	May 2023
Successful applicants to take up appointment from	Beginning of July 2023

Please note that the above timings are indicative only and may change depending on the availability of the selection panel.