

Vacancy Announcement and Job Description for the post of Deputy Secretary, Environmental Impacts of Human Activities Committee¹

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 environmental impacts of human activities. 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 UK 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 in the Secretariat of the OSPAR Commission.
2. Under the Commission's Staff Rules, the appointment will be for a period of three years (subject to a six-month probationary period). After a review at the end of the three-year 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 by 1 August 2024. 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 (see paragraph 5), as well as nationals from any 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 Ocean. 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.

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

6. The Commission is administered by a Secretariat, which also supports a sister organisation, the Bonn Agreement. The responsibilities of the Secretariat 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, and eight administrative assistants. 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. The responsibilities of the Secretariat are to help the Commission develop and implement its policies and regulations and maintain effective relations with the Contracting Parties, the public, the media, and inter-governmental and non-governmental organisations. In addition, the Secretariat carries out general secretariat duties connected with the smooth running of the Commission's activities.

10. 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 work involves supporting the relevant Committees and Working Groups of the Commission to deliver against the agreed strategic and operational objectives of [OSPAR's North-East Atlantic Strategy 2030](#), and includes, *inter alia*, preparation of, and assistance at, the meetings of the Commission and its subsidiary bodies, the preparation of reports and documents for these meetings (including drafting technical reports, tracking implementation progress, editing draft background documents and measures 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 Environmental Impacts of Human Activities Committee, including its main subsidiary bodies, currently dealing with marine litter, underwater noise, offshore renewables, ballast and biofouling and, together with OSPAR's Biodiversity Committee (BDC), the protection of species and habitats. The person appointed will support the work of BDC 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 ongoing 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 has:

- experience or knowledge of marine environmental monitoring and assessment;
- experience of implementing policies relating to the environmental impact of human activities;
- experience of working in an international environment or organisation.

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](#)), as amended from time to time.

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 **1 November 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 Environmental Impacts of Human Activities 2023".

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

Step	Date
Applications to be sent to the Executive Secretary by	1 November 2023
Shortlisting of candidates	6 December 2023
Interview with shortlisted candidates resulting in recommendations for appointment	10 January 2024
Approval procedure finalised	24 January 2024
Successful applicant to take up appointment by	1 August 2024

Please note that the above timings are indicative only and, in particular, the date of the interview may change depending upon the availability of the interview panel.