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| **SECTION A: JOB DETAILS**  |
| **REFERENCE NUMBER:** | **N/a** |
| **CAMPAIGN TYPE:** | **External** |
| **JOB TITLE:** | **Project Officer (PO) –****Multilateral Projects Team, Commonwealth Parliamentary Association UK Branch (CPA UK)** |
| **PAYBAND:** | **C** |
| **PAY RANGE:** |  **£26,715 (entry level) - £30,370 (maximum) per annum**  |
| **ALLOWANCES:** | **N/A** |
| **REPORTS TO:** |  **Project Manager** |
| **NUMBER OF POSTS:** | **2** | **HOURS P/W** | **Full time – 35 hours per week** |
| **CONTRACT TYPE / DURATION:** | **Fixed term contract until 31 March 2021 (with the possibility of extension)**  |
| **ISSUE DATE: xx Oct 2020** |
| **UPDATED: xx Oct 2020** |
| **CLOSING DATE FOR APPLICATIONS:**  |
| **23:59 on Sunday 1 November 2020** |
| **INTERVIEW DATE**  |
| **w/c 9 November 2020** |
| **START DATE** |
| **Due to the initial short term nature of this project, candidates will need to confirm they can start work (subject to security clearance) no later than week commencing 4 January 2021.** |



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| **SECTION B: SCOPE OF THE ROLE** |
| **JOB PURPOSE** |
| CPA UK supports and strengthens parliamentary democracy throughout the Commonwealth. It focuses on key themes including women in parliament, modern slavery, financial oversight, security and trade.  Peer to peer learning is central to the way CPA UK works. CPA UK brings together UK and Commonwealth parliamentarians and officials to share knowledge and learn from each other. It aims to improve parliamentary oversight, scrutiny and representation and is located in and funded by the UK Parliament. For further information about CPA UK work please see [www.uk-cpa.org](http://www.uk-cpa.org)CPA UK is recruiting for two Project Officers to support the delivery of two workstreams of an externally-funded project: *Strengthening Democracy, Parliamentary Oversight and Sustainability in the Commonwealth.***Women in Parliament workstream:** a focussed review of how effectively women across the Commonwealth are protected by legislation in their respective jurisdictions from all forms of violence, including online harms. **Public Accounts Committees (PACs) workstream:** a focussed review of the effectiveness of different approaches undertaken by Commonwealth PACs (and equivalent committees) in scrutinising government spending on Covid-19 and initial scoping work into the feasibility of a Commonwealth-wide PAC inquiry.The Project Officers may also be involved in delivering other aspects of the workstreams, including:* the design and delivery of an online Commonwealth-wide debate to mark Commonwealth Day and International Women’s Day on 8 March 2021
* updating and administering a biennial survey of Commonwealth PACs in two regions
* making improvements to an online portal for sharing information and knowledge amongst Commonwealth PACs.

Both are exciting roles in a busy and dynamic team, normally located in the heart of Parliament, although currently working remotely due to Covid-19. The role requires a diplomatic and sensitive approach and has a highly administrative component. If you are selected to work as a Project Officer, you will be based in the Multilateral Projects Team, one of CPA UK’s two delivery teams.  |

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| **KEY INTERNAL RELATIONSHIPS – including**  |
| * CPA UK International Partnership Team, Committees, Clerks, Overseas Offices of the House of Commons and House of Lords, All Party Parliamentary Groups, British Group of the Inter-Parliamentary Union, and organisations in both Houses of Parliament
* Members of both Houses and their staff
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| **KEY EXTERNAL RELATIONSHIPS – including**  |
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| * Government Departments – particularly the Foreign, Commonwealth and Development Office (FCDO)
* Commonwealth Secretariat
* Diplomatic Posts in UK and elsewhere
 | * UNDP, UN Women and other UN agencies CPA HQ Secretariat & IPU
* International organisations
* CSOs and NGOs
* Suppliers and contractors
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| **MANAGEMENT RESPONSIBILITIY**  |
| Currently no line management responsibility |
| **ADDITIONAL INFORMATION REGARDING THE POST** |
| **LOCATION** | The post is normally based in the CPA UK offices on the Parliamentary Estate. Mobile and flexible working arrangements are sometimes required. Please note that currently due to Covid-19, all CPA UK staff are working from home. This is regularly reviewed and staff are updated on requirements. |
| **HOURS** | The standard working week is 35 hours with one hour per day unpaid for lunch.Some evening, weekend and occasional public holiday working will be required in support of CPA UK programmes. **Annual leave** – 35 days per financial year of which 5 days are to be taken over Christmas and 2 days at Easter. |
| **FOR FURTHER INFORMATION** | Visit [www.uk-cpa.org](http://www.uk-cpa.org)  |

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| **SECTION C: JOB SPECIFICATION** |
| **DESCRIPTION OF DUTIES** |
| **Review of current approaches across the Commonwealth*** Work with CPA UK’s Monitoring & Evaluation Manager and relevant Thematic Lead to design an appropriate approach to the review
* Develop a realistic workplan to deliver the review
* Undertake a desk-based review, identifying and analysing current approaches across the Commonwealth
* Undertake primary research, organising and conducting focus groups and/or interviews as required
* Undertake analysis of primary and secondary data
* Produce a report, including conclusions and recommendations
* Present and disseminate findings

**Wider project work*** Support the relevant Thematic Lead to design and deliver other project activities
* Assist the Project Manager and Thematic Lead in identifying potential new areas of work and/or research arising from and relating to the current project
* Other project-related tasks, as directed by the Project Manager / Thematic Lead
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| **Stakeholder Management*** Ensure research and wider project work complements the work of key partners and stakeholders, including the Commonwealth Secretariat and other partner organisations, including the Commonwealth Local Government Forum and CPA Secretariat
* Support the development of positive and productive relationships with all stakeholders within and without Parliament
* Work with Members from both Houses and relevant Commonwealth legislatures to ensure research and wider project activities meet their needs and expectations

**Communications*** Be prepared to be a point of contact for thematic project work and to provide occasional updates to stakeholders and partners
* Support MPT to ensure that work-plans, outputs and associated details are kept up to date on the CPA UK website and other information outlets
* Work with Project Manager/ Thematic Lead and Communications Manager to contribute to the development and delivery of project communications plans, including the production of core project outputs such as print material, social media and traditional media.

**Monitoring and Evaluation (M&E)*** Work with the Project Manager/ Thematic Lead and M&E Manager to develop and utilise an effective M&E framework for the project

**Governance*** Contribute to project and team meetings and provide progress reports as required
* Understand the financial controls, monitoring and reporting of team budget lines within CPA UK’s existing rules
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| **SECTION D: LEVELS OF CORE COMPETENCIES REQUIRED** |
| **OUTLINE DESCRIPTION** |
| **Core Competence** | **Headline of level required / expected** |
| **Core Competence 1 – Delivering Results for CPA UK**. Understands and works towards the vision, mission, objectives and priorities of CPA UK; is able to translate these into identifiable actions and positive results. | **Level 2**. Understands how CPA UK supports Parliament; takes responsibility for monitoring and achieving own objectives. |
| **Core Competence 2 – Leadership and Management (*Assessed regardless of an individual’s management responsibilities*)**. By personal example actively demonstrates leadership; motivating and empowering others to achieve CPA UK’s objectives; contributes to / plans her / his team’s work in ways which make the best use of an individual’s skills; assesses the work of teams and individuals in line with CPA UK HR policies; actively encourages and supports the development of colleagues to improve group, team and personal performance.  | **Level 2**. Builds capacity and capability within the team; encourages and supports people, making sure they are motivated to achieve results. |
| **Core Competence 3 – Providing a Stakeholder Focus (*Stakeholders are those with whom CPA UK does business; within and without Parliament, within and without UK*)**. Focuses on the needs and satisfaction of stakeholders; delivers a high quality service that is tailored to meet their needs and expectations.  | **Level 3**. Develops a good understanding and anticipates the needs of stakeholders; sets high standards for CPA UK delivery. |
| **Core Competence 4 – Continuous Improvement**. Continually seeks ways to increase her / his effectiveness and efficiency; proactively finds ways to improve work processes and products, methods and systems; recognises, adapts and responds to the need for change; uses her / his initiative. | **Level 2**. Pro-actively looks for ways to improve effectiveness and efficiency; takes responsibility for own actions; embraces change. |
| **Core Competence 5 – Working with People**. Builds strong collaborative working relationships to achieve common goals; involves and supports others; shares information and best practice.  | **Level 3**. Builds collaborative relationships with others outside own team to achieve common goals; works effectively at all levels. |
| **Core Competence 6 – Communicating Clearly**. Communicates ideas and information effectively, orally and in writing; uses language and a style of communication that is appropriate to the situation and audience; makes sure key messages are communicated and understood. | **Level 3**. Explains complex issues, making them easy to understand; makes sure important messages are being communicated and understood. |
| **Core Competence 7 – Influencing & Negotiating**. Makes a strong positive impression on others; gains clear agreement and commitment from others by effective persuasion, influencing and negotiation.  | **Level 2**. Influences others through personal credibility; identifies other viewpoints and prepares well by gathering facts and data. |
| **Core Competence 8 – Planning and Organisation**. Plans ahead and works in a systematic and organised way, making sure resources are used efficiently and effectively to achieve goals and objectives. | **Level 2**. Plans, prioritises and monitors tasks in a systematic and organised way. |
| **Core Competence 9 – Analysing and decision-making**. Analyses verbal, written and numerical data and all other sources of information to identify problems and issues; makes effective decisions. | **Level 3**. Gathers information from a range of sources; probes for further information; identifies risks and considers alternative options to make good decisions. |
| **Core Competence 10 – Technical skills and knowledge**. Possesses the required level of knowledge and skills to do the job; shares expertise with others to increase their knowledge and ability. | **Intermediate**. Has and uses the requiredfunctional knowledge and skills to do the job at a high level of achievement.**Basic**. Has the capability and knowledge base to share knowledge with others. |

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| **SECTION E: PERSON SPECIFICATION** |
| **QUALIFICATIONS** |
| **Essential**A university degree in a relevant subject **or** significant experience of working in a similar role/subject area**Desirable**An understanding of how Parliament works, including the legislative process and parliamentary oversight, including parliamentary committees.  |
| **SKILLS AND EXPERIENCE** | **Application** | **Interview** |
| Experience of working on research or related projects in the private, public, or NGO sector | x |  |
| Initiative and creativity in reaching and enthusing new and existing stakeholders | x | x |
| Experience of working in a small team, a pro-active self-starter & a team player | x | x |
| Ability to be flexible, respond positively to change, and to cooperate effectively with staff in a wide range of organisations within and without Parliament | x | x |
| Significant experience of managing a demanding volume of work, with competing and conflicting priorities, whilst ensuring a high attention to detail | x | x |
| Excellent communications skills with experience of producing high quality written materials and a demonstrated ability to work and communicate effectively with people from a wide variety of backgrounds | x | x |
| An ability to work diplomatically and impartially in multi-cultural and international parliamentary environments | x | x |
| An understanding of the Westminster parliamentary and political system, the Commonwealth, issues of current international concern and gender and equality issues |  | x |