



# The Commonwealth

HR Business Partner, Employee Relations  
Human Resources and Facilities Management Division

## APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the directorate, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

- You must be a **national of a Commonwealth Country**. You will be required to provide evidence of this if you are shortlisted for the post.
- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.
- Salary on appointment is £66,005 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).
- The Commonwealth Secretariat's retirement age is 65.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **Thursday 22 July 2021 at 17:00 BST**.

Applications should be made via our online application system at <http://thecommonwealth.org/jobs>.

Thank you for your interest in working at the Commonwealth Secretariat.

The Recruitment Team  
The Commonwealth Secretariat  
E-mail: [HQ-Recruitment@commonwealth.int](mailto:HQ-Recruitment@commonwealth.int)



## SUMMARY OF TERMS AND CONDITIONS FOR PAY POINT G

This is a summary of the principal terms and conditions for Pay Point G at the Commonwealth Secretariat. These terms and conditions are non-negotiable. The full terms and conditions are set out in the Commonwealth Secretariat Staff Rules and Regulations which form part of the contract of all staff members.

### A. GENERAL

- Contract Term** Appointments are on limited term contracts of usually three years. Contracts may be renewed by mutual agreement subject to fully satisfactory performance, the organisations requirements at that time and availability of funds. The Secretary-General will retain the flexibility to approve or decline extensions as circumstances warrant.
- Medical** Appointments are subject to passing a medical examination.
- Security Clearance** Appointments are either subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment or through the provision of a satisfactory Police Check from the candidate's own national police authority.
- Probation** All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.
- Period of Notice** During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.
- Annual Leave** 30 working days per year. Leave without pay will not qualify for the earning of annual leave entitlements.
- Pension/Gratuity** The Secretariat contributes 15 per cent of gross salary to either the Commonwealth Secretariat Workplace Pension Scheme or the Commonwealth Secretariat Gratuity Scheme.
- On commencement, Staff members are automatically enrolled into the Workplace Pension Scheme. Thereafter, the staff member can select one of the following three options:
- Option 1: The equivalent of 15 percent of an individual's gross salary allocated as employer contribution to the Workplace Pension Scheme.
- Option 2: An amount equivalent to 10 percent of the individual's gross salary allocated as employer contribution to the Workplace

Pension Scheme and 5 percent allocated to the gratuity scheme.

Option 3: Opt out of the Workplace Pension Scheme and have 15 percent of an individual's gross salary paid into the Gratuity Scheme This must be done within 30 days following enrolment.

In respect of the Gratuity Scheme each month the Secretariat will pay the equivalent of 15 percent or 5 percent of an individual's gross salary into an interest bearing account. At the end of the contract, the staff member will receive an ex-gratia payment of the cumulative amount including interest. This payment is subject to the Secretary-General's discretion.

Personal contributions to the Workplace Pension Scheme are subject to limits set by HRMC.

Further information on the above schemes can be obtained from Human Resources and Facilities Management Division (HRFM).

**Retirement Age**

The Commonwealth Secretariat retirement age is 65 years.

**Private Healthcare and Dental Cover**

The Secretariat provides non-contributory private healthcare and dental cover for all London-based employees, their spouses/officially recognised partners and children. The cover is subject to underwriting conditions

**Insurance**

Subject to funding, the Secretariat may put in place various insurance schemes for its employees. Where such policies are in place, they shall be subject to the conditions of the underwriters and may change from time to time. Among the insurance policies the Commonwealth Secretariat provides is the Personal Accident/Travel policy. With regard to bodily injury, the underwriters conditions for that policy provide for the following, in respect of pre existing conditions;

Any contributory degenerative condition or disablement (as determined by a Qualified Medical Practitioner) known by the Insured Person to be in existence at the time of sustaining Bodily Injury will be taken into account by Insurers in assessing the level of benefit payable.

Further information on the existing policies would be made available to staff by the Corporate Services Division on request. Staff shall be notified of any changes in the policies as they become necessary from time to time.

**Internal tax**

In accordance with the "International Organisations Act 2005", Staff of the Commonwealth Secretariat are exempt from United Kingdom income tax on their salaries and emoluments on condition that the Secretariat levies its own internal income tax for the benefit of the Secretariat.

Internal tax rates are aligned to UK rates and allowances for the relevant tax year. The rates and allowances are applied

proportionately for all staff who join or leave the Secretariat part way through the UK tax year (6<sup>th</sup> April - 5th April).

Joining the Secretariat part way through the tax year will result in you being placed on emergency tax code. This includes an amount equivalent to the UK annual tax free allowance divided into equal monthly amounts. By applying this rate, you will effectively receive a pro-rated tax free allowance for the portion of the tax year worked at the Secretariat.

Staff who were liable to pay UK tax prior to recruitment may be entitled to a refund of tax from the Her Majesty's Revenue & Customs (HMRC) if they have previous taxed earnings in the tax year of joining the Secretariat. The employee would need to apply to HMRC to determine this. Staff liable to pay tax in other jurisdictions/countries would need to apply to the relevant tax jurisdiction to establish whether they would be entitled to a refund of tax.

Further information on the above schemes can be obtained from the Secretariat Payroll team via Human Resources.

#### **B. APPOINTMENT OF BRITISH CITIZENS AND UK RESIDENTS**

**Salary** £66,005 per annum gross, subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. This salary is fully inclusive. (Please refer to section A for further information about internal tax).

#### **C. APPOINTMENT OF OVERSEAS RECRUITED STAFF (NON UK NATIONALS)**

"Overseas Recruited Staff Member" means an officer of the Secretariat whose stay in the UK is contingent upon their employment with the Secretariat. Should such a staff member acquire or have, while employed in the Secretariat, been entitled to British nationality or residential status in the UK the staff member will cease, from the date of acquisition or entitlement, to be an overseas recruited staff member.

**Salary** £66,005 per annum Gross. Please note Salaries for overseas staff will be subject to deductions of National Insurance contributions and Commonwealth Secretariat internal income tax aligned with UK income tax rates. (Please refer to section A for further information about internal tax).

**Installation and Termination Grant** Will be provided on commencement and termination of appointment at 7% of net salary.

**Expatriation Allowance** Payable on a monthly basis at a rate of 1/12<sup>th</sup> of 14% of your gross annual salary.

### ***Travel***

Upon commencement and termination of service, the staff member, and accompanying dependent family members, as defined in the Human Resource Handbook, will have their air travel costs met by the Secretariat in accordance with the Travel and Expense Policy and procedures.

For all journeys, the most direct means of air travel available will be provided. In respect of the accompanying family members the relevant journey must be made within 6 months of the eligible staff member's own journey.

If travel is not at the same time as the member of staff, family members will only be entitled to economy class travel, irrespective of length of journey.

### ***Home Leave***

The staff member is entitled to home leave once in every three years of qualifying service.

### ***Education Allowance***

An education allowance will be payable, provided the dependent\* child is in continuing full-time education (school and undergraduate level) at the time of the staff member's appointment. The staff member may be entitled to 75% or £18,706 of admissible costs per child per scholastic year.

The admissible cost is subject to a maximum amount of £24,941 per child per scholastic year. Full details of the education assistance policy is available on request.

### ***Transporting Effects on termination***

The Secretariat will pay the cost of transporting by sea a staff member's effects up to 500 cubic feet in the case of a single staff member, and up to 700 cubic feet in the case of a married staff member plus an allowance of 100 cubic feet per dependent child\* residing with the head of the family. In addition, up to 15 kilograms of excess accompanied luggage by air will be allowed on joining and termination for the staff member, spouse and each dependent child\*. Not more than one automobile may be allowed to be transported. The Secretariat will meet the reasonable cost of insurance of personal effects. The Secretariat will meet the reasonable cost of insurance of personal effects. For a 20ft container (internal volume of 1,050 cubic ft) the value of goods insured is up to £35,000.

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### ***Subsistence Allowance on commencement and termination***

When taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent children\* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival. Thereafter, an additional

period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination.

***Diplomatic  
Immunities &  
Privileges***

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

- \* *A Dependant Child is an unmarried natural child or a legally adopted child, who normally resides with the employee and is under the age of 18 or member of an employee's family under 25 and in full-time education. The Secretary-General has discretion to declare a child who is not the natural or legally adopted child to be a dependent child and to waive the age limits and education requirements where the child is differently abled. Unless otherwise specified, no more than three children (as designated by the staff member) will be considered as "dependent" for the purpose of these rules.*



## The Commonwealth

### JOB AND PERSON SPECIFICATION

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**Job Title:** HR Business Partner, Employee Relations

**Division:** Human Resources and Facilities Management Division

**Pay Point:** G

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**Reports To:** Head of HR Operations/HR Business Partnering

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#### **General information**

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 54 member governments in advancing democracy, development and respect for diversity. The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The HR function focuses on aligning the Secretariat's human resources with its mission, capabilities and changing mandates to ensure that it carries out its functions effectively and efficiently. In addition, the HR Team develops and implements HR management policies, procedures and practices suitable for a modern international governmental organization, taking into account the Secretariat's needs and best practices.

#### **Job summary**

The Human Resources Business Partner (HRBP) serves as a strategic partner and provides effective HR operational services and advice to Directors, Line Managers and staff in their designated client groups in order to support the delivery of organisational objectives and outcomes. The role will work towards ensuring a positive, consistent and equitable staff experience for their client divisions. The role includes skilled input into a broad range of HR policy work, developing and implementing operational procedures, managing complex and varied employee relations cases and ensuring that HR data and reporting is fit for purpose to inform decision making. This post will work closely with the HR Leadership in reviewing/developing HR policies.

#### **Task description**

##### **HR Strategy, Policy Development and Implementation**

- Proactively partner with designated client divisions to provide HR support for the implementation/realization of their strategic goals.
- Participate in the development, review and implementation of the HR strategy
- Support the review HR policies as required to ensure their continued effectiveness and relevance to the organization's needs and against best

practice, including best practice in relation to diversity and inclusion. Make recommendations on based on review.

- Support the introduction of new and updated policies and procedures, including providing clarification and supporting learning.
- Ensure that HR policies are applied consistently and in a transparent manner and ensure the application of policies from a holistic perspective and risk is managed.
- Leverage IT for planning, monitoring and evaluation of HR management, and to optimize use of resources and quality of service.
- Ensure accurate record keeping and reporting including undertaking trend analysis of HRM data and provide reports to designated divisions

#### **Recruitment, Induction, contracts**

- Participate in the recruitment process for client groups, including short-listing, interviewing and providing HR advice and support
- In collaboration with the recruiting manager, prepare job and person specifications, review competency profiles and prepare assessment exercises
- Ensure fair and consistent application of policies and terms and conditions of service to promote equity in the workplace
- Proactively manage contract extensions and renewals
- Manage and monitor activities to facilitate onboarding of new employees and their transition into a new work environment and/or living in a new country.

#### **Employee Relations**

- Promote accountability and foster a workplace that is respectful, supportive and healthy
- Advise and guide Divisions on Human Resource procedures and employee relations matters in order to ensure consistency and best practice.
- Manage a caseload of complex employee relations matters relating to client Divisions
- Apply broad and deep knowledge of employment legislation and best practice to continuously improve ER practices, processes, templates, policies and advise colleagues at all levels across the HR team
- Manage the employee relations case tracker and ensure that lessons learnt from both internal matters and international tribunal cases are applied to policies and processes
- Represent the HR function at meetings with the Staff Association and maintain open communication with representatives as necessary
- Advise and guide staff and managers on roles, responsibilities and conduct expected of Secretariat staff and managers and facilitate resolution of workplace interpersonal and performance difficulties
- Ensure consistent application of the in-house job evaluation programme and manage risk
- Proactively escalate HR issues or staff questions to Head of HR Operations when required

#### **Performance Management**

- Support the effective integration of organizational competencies in HR processes including recruitment and performance management
- Advise line managers on their line management responsibilities through advice, guidance and identification of targeted training needs.
- Provide support to staff during the performance appraisal cycles and on an ongoing basis to support organization effectiveness
- Support HR leadership in the development of the Human Resources Information System and information sharing among HR staff.



### **Employee Engagement**

- Support the implementation of a positive employee experience from hire to retire
- Participate in the development of an employee engagement strategy and plans
- Participate in the development and delivery of employee engagement action plans informed by survey results and exit interview data

### **HR Projects and general responsibilities**

- Participate in and/or manage assigned projects as directed and required by the Head of HR Operations/HR Business Partnering.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy; and
- Line management of HR Officer(s) and Recruitment Officer (s)
- Performs any other duties as may be required from time to time.

### **Person Specification**

#### **Education**

##### **Essential:**

- Post-graduate University Degree or equivalent in Management, Human Resource Management/Development, Public or Business Administration, or a related area.
- Professional qualification in Human Resources such as CIPD (Chartered membership), SHRM, HRCI (SPHR and above) or equivalent professional accreditation

##### **Desirable:**

- Master's Degree in HR, Business Administration or related field.

##### **Experience and skills:**

- 10 years progressively responsible experience in a broad range of generalist human resources management with a minimum of 4 years' in-depth experience in employee relations
- Knowledge and experience in the application of modern, best practice generalist Human Resources policies (including diversity and inclusion) and processes across the full range of business partnering services
- Experience in providing strategic and best practice advice and support to line managers and senior management across the full range of generalist HR and ER in a multicultural or international environment
- In depth experience and skills in managing complex employee relations cases successfully, including significant input into preparation of tribunal/litigation cases
- Evidence of demonstrating high levels of initiative and autonomy at manager or HRBP level or equivalent
- Evidence of strong organisational and planning skills with great attention to details and a focus on data accuracy and integrity
- Possession of a customer-centric mindset and focus on delivering outcomes is paramount. Demonstrated ability to lead, develop and motivate teams.
- Ability to collaborate with people from diverse background is essential.

- Ability to work confidentially and maintain a high ethical standard and level of professionalism
- Ability to manage conflict and conflicting views while maintaining positive relationships across various levels
- Excellent written and verbal communication skills
- Strong IT skills including previous use of HRIS systems

**Desirable:**

- Experience in international organisations.

**Competencies:**

<p><b>Working with Others</b></p> <p>Promotes team work and removes barriers to effective team working</p> <p>Provides advice and guidance for others sensitively and where appropriate</p> <p>Establishes ownership for relevant activities from the outset</p> <p>Develops a wide network, including senior level contacts to facilitate activities and further own knowledge</p> <p>Demonstrates an ability to negotiate with and influence senior colleagues and contacts</p> <p>Proactively liaises with other divisions, partners &amp; third parties</p>
<p><b>Communicating with Others</b></p> <p>Presents credible information confidently</p> <p>Writes reports and papers that are succinct accounts of key information</p> <p>Develops and alters own style of communication to meet the needs of different individuals</p> <p>Guides others in most appropriate style and content of communication to others</p>
<p><b>Respect for Diversity</b></p> <p>Works effectively with people from all backgrounds.</p> <p>Treats all people with dignity and respect. Treats men and women equally.</p> <p>Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.</p> <p>Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.</p> <p>Changes systems and processes when biases are identified.</p>
<p><b>Accountability</b></p> <p>Takes ownership of assigned tasks, honours deadlines.</p> <p>Ensures timely delivery of outputs within defined cost and quality standard parameters.</p> <p>Takes responsibility for own shortcomings and compliances.</p> <p>Supports direct reports and HRBP team, provides oversight and takes responsibility for all delegated assignments.</p>

### **Adhering to Principles & Values**

Adapts professional style to suit different situations with different individuals where appropriate

Encourages others to maintain integrity and credibility

Balances the needs of members with the values and principles of the Commonwealth Secretariat

### **Adapting and Innovating**

Encourages and works with others to develop innovative approaches

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Encourages others to demonstrate flexibility to ensure that objectives are achieved

Promotes new ideas that are picked up by senior colleagues

Understands the motivations and objectives of differing groups and adapts approach accordingly

### **Decision Making**

Considers the relevant justifications for a particular course of action

Takes context into consideration when making decisions

Makes effective decisions when acting on behalf of a senior colleague, seeking advice where appropriate

Bases actions and approaches on the root cause of an issue, rather than the symptoms

### **Managing Resources**

Identifies targets for team activities and manages progress against objectives

Takes responsibility for team activity and finds solutions to set backs in a timely and professional manner

Effectively motivates team e.g. by recognising and promoting team and individual contribution

Drives forward results of others

Takes ownership for team wellbeing

### **Developing & Applying Expertise**

Applies specialist knowledge to achieve anticipated results

Proactively identifies how to develop specialist knowledge

Presents self as credible to both internal and external contacts



1 July 2021

## Notification of Vacancy

### **Post Title: Human Resources Business Partner, Human Resources and Facilities Management Division**

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to this vacancy and to encourage suitable candidates to apply.

All applications will be subject to the Secretariat's competitive recruitment process.

An application pack including a job description and person specification, together with the summary terms and conditions of service applicable to the role, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary-General also takes into account the representational balance of staff from across the regions of the Commonwealth.

All applications, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

All applications for the role should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the role. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Thursday 22 July 2021 at 17:00 BST**.

**Dr Umakant Panwar**  
**Director, Human Resources & Facilities Management Division**

Encl.



# The Commonwealth

## Public Affairs Adviser to the Commonwealth Secretary General

### APPLICATION GUIDELINES - COMMONWEALTH SECRETARIAT HEADQUARTERS

The job description and person specification detail information on the division/unit, and the educational qualifications, experience and competencies required for the post. A summary of the terms and conditions for this post is also made available to you.

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- It is the Commonwealth Secretariat's policy not to employ close relatives of current members of staff.
- All appointments are subject to **satisfactory references**. You will be required to provide details of three referees, one of whom should be your current or most recent employer and one for your employer prior to that, ensuring that you account for the last two years of your employment history in your application. Referees should not be related to you and should be able to give an assessment of your professional abilities as well as your character. The secretariat reserves the right to take up all references including the current employers during the selection process.
- You will be required to produce evidence of any educational and professional qualifications to support your application on the day of your interview.
- Salary on appointment is £73,171 per annum. This is subject to the deduction of internal income tax (currently aligned with UK income tax rates) and UK National Insurance contributions (from which overseas-recruited Diplomatic staff members are exempt).
- The Commonwealth Secretariat's retirement age is 65. You are expected to be able to serve a minimum 3 year term before your retirement age.

If you wish to be considered for this post, please ensure that you submit your **curriculum vitae** together with a **covering letter** setting out your experience and skills in relation to the person specification, competencies and other requirements for the post. Your application should be received no later than **Thursday 22 July 2021 at 17:00 BST**.

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Thank you for your interest in working at the Commonwealth Secretariat.

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## SUMMARY OF TERMS AND CONDITIONS FOR

### PAY POINT F

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- Security Clearance** Appointments are either subject to clearance to the extent that the candidate's own government raises no objection to their suitability for employment or through the provision of a satisfactory Police Check from the candidate's own national police authority.
- Probation** All appointments are subject to a six-month probationary period. This may be extended at the Secretary-General's discretion for up to another six months.
- Period of Notice** During probationary service, the appointment may be terminated by the Secretariat giving five weeks' notice. Thereafter employment may be terminated by the Secretariat giving six months, or by the staff member giving three months, written notice.
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When taking up an appointment and provided a staff member stays in approved accommodation, subsistence allowance at the appropriate United Nations rate will be paid in respect of the staff member, accompanying spouse (75 per cent) and dependent children\* (50 per cent) for a period of up to two weeks from the date of the staff member's arrival. Thereafter, an additional

period of three weeks will be granted. The total stay in approved accommodation is for a maximum of five weeks. Two weeks' subsistence allowance will be paid on termination.

***Diplomatic  
Immunities &  
Privileges***

There are no diplomatic immunities and privileges attached to the holder of this post. Staff members are expected to observe the laws of the UK and other countries in which they may work. Any involvement with the police or other law enforcement authorities must be reported.

\* *"Child"* means a child dependent upon the employee for main and continuing support and has a legal status with regards to the staff member either as birth parent, legal guardian or legally adopted child.



## The Commonwealth

### JOB AND TASK DESCRIPTION

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**Job Title:** Public Affairs Adviser to the Commonwealth Secretary-General

**Division:** Secretary-General's Office

**Grade:** F

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**Reports To:** Director, Secretary-General's Office

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#### General Information

The Commonwealth Secretary-General is the public face and representative of the Commonwealth at large and is also the Chief Executive of the Commonwealth Secretariat for which s/he has primary responsibility for direction, management and accountability. As an eminent public figure, the Secretary-General interacts regularly and widely with senior representatives of governments; other inter-governmental organisations, civil society groups and the media, as well as representatives of specific groups such as youth, women, and business. In addition to the support received from specialist divisions in the Secretariat, the Secretary-General relies on expert advice and support in her/his own executive office (the Office of the Secretary-General), including on matters relating to public diplomacy and external relations as well as profile-raising.

#### Job summary

We are looking for a highly motivated and talented public affairs adviser. The role of the Public Affairs Adviser is to formulate and advise the Secretary-General on the implementation of public relations strategies in order to provide exposure across the Commonwealth to the Secretary-General's work.

The role also entails supporting the Secretariat's communications strategy through developing and implementing complementary initiatives involving the Secretary-General personally. This includes identifying and overseeing the Secretary-General's participation in selected public events, and also leading in producing editorial outputs such as draft speeches, public statements and other contributions to publications and print media.

Keeping abreast of political developments and sourcing key information, a range of media sources and political intelligence and monitoring are key aspects of the role. Research, forecasting and evaluating the effects of public policy as an organisation using political intelligence.

Respond effectively to public policy threats and opportunities, review the effectiveness of previous activities.

The Public Affairs Adviser also liaises with a selected number of Divisions in the Secretariat on behalf of the Office of the Secretary-General to ensure policy coherence and coordination of effort across the Secretariat as well as appropriate support and leadership by the Secretary-General.

These duties are undertaken in close and regular consultation with the Communications Division to ensure a coordinated and coherent approach.

#### Task description

The post-holder will be responsible for the following:

1. Produce high quality written public affairs briefing material for the Secretary-General in order to ensure that a consistent, coherent professional image is portrayed of the Secretary-General in support of the Commonwealth Secretariat's media and outreach strategies including through:
  - Drafting/editing the Secretary-General's speeches, messages, articles, and press releases and ensuring their suitably targeted promulgation;
  - Drafting correspondence for the Secretary-General of a general public relations nature; and,
  - Placement of speeches and articles in the media.
2. Contribute to creating greater awareness of the Secretary-General's work among policy makers, opinion formers and the public in general in order to ensure that the image of the Secretary-General and the Commonwealth are depicted positively. In particular:
  - Advising the Secretary-General on external relations strategies, and implementing initiatives to advance these strategies to promote the work of the Secretary-General and Secretariat in line with wider strategic objectives;
  - Developing and initiating new partnerships to create greater public impact and profile for the official work of the Secretary-General;
  - Briefing public affairs, external relations and media contacts direct when required in support of communication and outreach plans agreed with Communications Division; and,
  - Developing calendars of structured outreach activities by the Secretary-General, including identifying and facilitating key media opportunities, as well as monitoring and reporting on their implementation.
3. Create, implement and manage a proactive media strategy and initiatives for the Secretary-General personally that contributes to the overarching communications strategy for the Secretariat devised by the Communications Division (COM), doing so in close consultation with COM:
  - Arranging and responding to requests for media interviews with the Secretary-General;
  - Prepares an action plan with timelines
  - Preparing briefings and talking points for the Secretary-General in preparation for media engagements;
  - Generating media and public interest in the work of the Secretary-General by developing new and original messages, media lines and "sound bites".
  - Analysing the implications of media interventions on sensitive political issues, taking into consideration the media, diplomatic and political impact;
  - Monitor political environment and feedback timely intelligence to the Secretary-General and to all relevant internal staff
  - Monitoring daily coverage in the media across the Commonwealth for the Secretary-General's attention; and,

- Responding direct as required to media outlets in response to coverage of the Secretary-General.
4. Initiates and co-ordinates arrangements for internal Secretariat governance meetings led by the Secretary-General concerning public affairs and media matters.
  5. Initiates liaison by the Office of the Secretary-General with internal contacts in the Secretariat on selected political, development and governance policy areas where there is a particular requirement for coordination of effort and coherence under the guidance and direction of the Secretary-General. Acts also as the liaison point in the Office of the Secretary-General for selected external contacts, representing the views of the Secretary-General and advancing the interests of the Secretariat as required.
  6. Attends meetings and travels with the Secretary-General from time to time as a representative and adviser from the Office of the Secretary-General, including delivery of follow-up and accountability needs such as outcome reporting.
  7. Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
  8. Undertakes other duties as may be required from time to time.

#### **Person Specification**

##### **Education:**

Post-graduate University degree or qualification, preferably in English Literature, History or Law.

##### **Experience:**

Ten years post qualification experience.

Experience of writing clear, concise and persuasive copy for a range of audiences and in variety of formats including draft reports, speeches and briefing.

Excellent knowledge of legislative and political process/workings of government combined with proven experience of successful networking, negotiation and influencing skills and ability to build effective and sustainable partnerships to achieve shared aims.

Working knowledge of the Commonwealth or related international organisation and experience in dealing with international Law/Affairs.

Demonstrable experience in covering political, parliamentary, legal, social or economic issues; appreciation and knowledge of international and or diplomatic issues;

##### **Skills/Abilities:**

Strategic thinker and content planner, adept at managing deadlines and producing measurable outcomes

Excellent communication skills

Political sensitivity and a demonstrable ability to recognise, influence and manage the communications and public relations consequences of sensitive issues;

Effective at managing projects, you will possess strong communication skills with the ability to communicate complex issues and develop innovative ways of communicating.

Ability to work effectively in a fast paced environment, adept at managing organisational change.

Proven research skills

Persuasive and diplomatic manner to build clear, evidence-based arguments about complex issues to promote particular viewpoints

Collaborative working style, happy to work with others to achieve agreed objectives

Resilience and calmness under pressure

Passionate about quality

### Competencies

#### Respect for Diversity

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Identifies biases in systems & processes

#### Working with Others

Regularly shares information of value with colleagues

Shows commitment to delivering on key agreements made to colleagues

Makes an effort to view a situation from the other party's perspective as well

Demonstrates awareness and sensitivity to colleagues' pressures

Utilises networks to ensure similar goals are achieved collaboratively

Develops long term relationships across cultures and/or geographical boundaries

Uses relationships to identify the best people to help in the completion of tasks

Tactfully deals with difficult people to gain buy-in and manage their expectations

- Responding direct as required to media outlets in response to coverage of the Secretary-General.
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##### **Skills/Abilities:**

Strategic thinker and content planner, adept at managing deadlines and producing measurable outcomes

<b>Developing &amp; Applying Expertise</b>
<p>Takes advantage of opportunities to develop an area of expertise</p> <p>Takes learning from previous experience and applies them appropriately</p> <p>Demonstrates willingness to learn new skills and/or approaches</p>
<b>Adapting &amp; Innovating</b>
<p>Recognises opportunities for improvement and proposes change with impact and effect</p> <p>Helps others evaluate and strengthen ideas</p> <p>Quickly grasps new concepts and how to apply them</p> <p>Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia</p> <p>Will effectively reorganise activities when faced with changing contexts and demands</p> <p>Welcomes and adapts to new ideas and/or approaches</p> <p>Adapts personal style to meet the needs of others</p>
<b>Accountability</b>
<p>Takes ownership of assigned tasks, honours deadlines.</p> <p>Ensures timely delivery of outputs within defined cost and quality standard parameters.</p> <p>Takes ownership of assigned tasks, honours deadlines (L1)</p> <p>Ensures timely delivery of outputs (L1)</p>





1 July 2021

## Notification of Vacancy

### **Post Title: Public Affairs Adviser to the Commonwealth Secretary General**

The Commonwealth Secretariat invites member governments to draw the attention of their citizens to this vacancy and to encourage suitable applications.

All applications will be subject to the Secretariat's competitive recruitment process.

An application pack including a job description and person specification, together with the summary terms and conditions of service applicable to the post, are attached. These documents are also available on the Commonwealth Secretariat's website, <http://thecommonwealth.org/jobs>

In line with the Commonwealth's commitment to gender equality, the Commonwealth Secretariat encourages applications from appropriately qualified women for this post. In making appointments, particularly to senior positions, the Secretary-General also takes into account the representational balance of staff from across the regions of the Commonwealth.

All applications, including those supported by member governments, will be acknowledged. The Commonwealth Secretariat receives an extremely high volume of applications for each role and values each one. You can expect to be notified of the outcome of your application in due course, before the recruitment process concludes.

All applications for the post should include a curriculum vitae and three referees, accompanied by a short covering letter setting out their relevant experience and skills in relation to the competencies and other requirements for the post. All applications should be addressed to Human Resources, Commonwealth Secretariat. The closing date is **Thursday 22 July 2021 at 17:00 BST**.

**Dr Umakant Panwar**  
**Director, Human Resources and Facilities Management**

Encl.