

## JOB AND TASK DESCRIPTION

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**Job Title:** Assistant Research Officer

**Directorate:** Office of Secretary General (SGO)

**Grade:** Y (Young Professionals Programme)

**Reports To:** Adviser and Head, Emergency Response, SGO

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### General Information

The Commonwealth is a voluntary association of 54 independent and equal sovereign states. Its unique strength lies in the combination of its diversity and shared inheritance. Spanning five regions globally, it includes some of the world's largest, smallest, richest, and poorest countries; 32 of its members are small states, many of them island nations. The Commonwealth is home to 2.4 billion citizens, of which 60% are under the age of 30.

The Commonwealth Secretariat in London is the principal intergovernmental agency of the Commonwealth and its backbone, promoting democracy, rule of law, human rights, good governance, and social and economic development. Reflective of its membership, it is a voice for small states and a champion for youth employment. The Secretariat convenes summits and high-level meetings; executes plans agreed by the Commonwealth Heads of Government; promotes Commonwealth values and principles; and facilitates the work of the Commonwealth family of organisations.

### Job Summary

The Assistant Research Officer provides programme, office and research services to the Office of the Secretary General.

The post-holders should be able to engage in academic and practice oriented research to understand and explain complex situations and realities in a changing world, undertake in-depth and high quality research and prepare presentations and reports. They may also be called upon to assist in some stand-alone and ongoing project work.

The post-holders will assist with sensitive and confidential matters and liaise at all levels.

### Task Description

1. The Assistant Research Officer's duties include but are not restricted to:
  - In-depth research on current legal, governance and political issues as directed which may affect the world in general and member states in particular;
  - Assist in reviewing and editing publications, correspondence, contributions, presentations, etc.

- Making judgements and recommendations for possible engagements;
  - Communication with relevant stakeholders;
  - Assisting in the preparation of internal and external meetings;
  - Keeping a historical diary/records of events in the Division;
  - Work in coordination with the Deputy Head of Office and support in whatever task may be required.
2. Undertake stand-alone or ongoing project work including:
- Research and presentations;
  - Monitoring the delivery of results against planned outcomes;
  - Reporting of results.
3. Performs other duties as may be required from time to time.

### **Person Specification**

#### **Education:**

##### Essential

- A Degree in Law, Political Science or Health area.

##### Desirable

- Post-graduate diploma or a relevant master's degree.

#### **Experience:**

##### Essential

- Evidence of ability to carry out in-depth research;
- Impeccable English writing skills;
- Lateral thinking and love for innovation;
- proof of knowledge in two or more of the following areas: Health, data analysis, economics, law and development, research and writing (advanced level), public international law, financial services, human rights, Climate.

##### Desirable

- At least one year of experience working for a research centre or as a Research Associate.
- One article published in a reputable publication (evidence of authored publications must be submitted).

## **Skills**

### Essential

The post-holder should be able to demonstrate:

- A high level of discretion and tact in handling sensitive and confidential matters;
- An ability to organise, anticipate, plan and prioritise workload, and work under high pressure to tight deadlines;
- An ability to interpret and follow complex information and instruction;
- Effective written and oral communication and interpersonal skills, including in diplomatic situations;
- An ability to undertake research and analytical tasks;
- An ability to use own initiative;
- An ability to work effectively as part of a team;
- Demonstrated ability to use Office 365 products, Prezi, Apple Keynote, Pages and Numbers, to deliver high executive-level products;
- Availability to work extra hours, including traveling when required;
- Demonstrated commitment to working effectively and sensitively in a multicultural environment.

## 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.

Examines 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.

### Adapting & Innovating

Recognises opportunities for improvement and proposes change with impact and effect.

Helps others evaluate and strengthen ideas.

Quickly grasps new concepts and how to apply them.

Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia.

Will effectively reorganise activities when faced with changing contexts and demands.

Welcomes and adapts to new ideas and/or approaches.

Adapts personal style to meet the needs of others.

### **Developing and Applying Expertise**

Takes advantage of opportunities to develop an area of expertise.

Takes learning from previous experience and applies them appropriately.

Demonstrates willingness to learn new skills and/or approaches.

### **Accountability**

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs.

**November 2020**