



## Job description

**Job title:** Operations and Planning Coordinator, Policy and Programme Strategy (PS2)

**Job location:** UK

**Reports to:** Operations and Planning Manager, Policy and Programme Strategy (PS2)

**Job holder:** Vacant

**Department:** Policy & Programme Strategy (PS2)

## Job purpose

Work with the PS2 Operations and Planning Manager to provide a centralised and coordinated resource to support implementation of the objectives of the Policy and Programme Strategy (PS2) department. This will include managing key PS2 processes and systems, coordinating project design through the agreed process and supporting delivery of discreet department led projects.

## Principal accountabilities:

- Coordinate and manage the implementation and maintenance of PS2 systems and processes (e.g. project design process (PDP), strategy implementation and monitoring (SIM), quality standards assessments (QSAT), to support evidence-based decision making.
- Coordinate design of new projects within the global programme portfolio. Working with PS2 and F&P teams to ensure new projects meet PDP requirements and align with Go/No Go strategic funding processes.
- Support the Disability Data Disaggregation (DDD) Project Manager in coordinating, planning and consolidating learning related to DDD activities. Supporting country teams and other key stakeholders with planning and delivery of DDD processes.
- Support delivery of the thematic strategies and organisational transparency and accountability initiatives through monitoring and reporting mechanisms, ensuring technical information and resources are available and accessible. Engage with organisational working groups and PS2 functions to determine the best approaches for storing and sharing evidence, learning materials and resources to support project design.
- Work collaboratively with the PS2 Directorate and cross-organisational teams to deliver timely, discrete projects that contribute to the delivery of the overarching PS2 department objectives.
- Lead agreed administration processes for PS2 teams where required, including coordination of meetings, workshops and reporting.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

**Jobholder entry requirements - *the essential knowledge, skills and behaviours required***

**Knowledge (education and related experience):**

- Educated to Degree standard or equivalent
- Demonstrable administrative or project coordination experience in international development or related field.
- Experience in managing stakeholders and working to multiple deadlines
- Experience and knowledge of general international development environment

**Skills (special training or competence):**

- Strong organisational skills and ability to multi-task
- Numerate with the ability to work confidently with financial information in Excel to produce data consolidation, graphs and maps
- Excellent written and verbal communication skills
- Strong interpersonal and relationship building skills
- Able to travel for up to 4 weeks per year
- An understanding of and commitment to equality of opportunity for people with disabilities

**Core behaviours:**

- Planning and organising
- Prioritising and multi-tasking
- Team working
- Change and improvement
- Delivery and implementation

**Key relationships**

**Internal**

- PS2 Management Team
- Policy and Programme Strategy Department
- Monitoring, Evaluations and Learning Team
- Programme Finance team
- Regional and Country Directors
- Communications Team
- Research Team

**External**

- Relevant external partners and stakeholders in the thematic sectors

Date as of: May 2019