

## Integrated Biodiversity Assessment Tool (IBAT) Manager (AD971) - Terms of Reference

UNEP-WCMC, BirdLife International, Conservation International and IUCN  
Technical/Professional Leadership Grade

Permanent contract

Salary - Circa £55,000 depending on skills and competencies, plus a 12% non-contributory pension

Purpose of the Role
<p>The Integrated Biodiversity Assessment Tool (IBAT) is the product of a ground breaking alliance by four major conservation organisations, BirdLife International, IUCN, UN Environment World Conservation Monitoring Centre and Conservation International. The tool integrates data from core global biodiversity datasets – the World Database on Protected Areas, Key Biodiversity Areas and IUCN Red List of Threatened Species – into a single portal to support decision makers from industry, finance and governments. Launched, 10 years ago, it is an innovative solution to providing biodiversity information for decision makers while channelling resource into the underlying data sets, aiming to make them fit for purpose.</p> <p>The post holder will lead IBAT into a new phase, taking responsibility for operationalizing the new IBAT business plan which aims to scale up impact and influence of biodiversity information in decisions for sustainable development. As Manager for the Integrated Biodiversity Assessment Tool you will be responsible for working with the Governance Committee to set the strategic direction of IBAT, build client and stakeholder relations for successful delivery of IBAT's vision, hold responsibility for effective, technologically innovative, user-focused operation of the IBAT platform and ensure appropriate governance of the tool including income and budgets, quality, product development and outreach. The IBAT Manager will work closely with a dedicated team including, Technical Lead, finance support and Administrator. In addition, the IBAT Manager will work closely with the Governance Committee (which comprises senior representatives from each Alliance organization) and 2 operational committees: the Client sub-committee which is responsible for managing current and new subscribers and the Technical sub-committee which is responsible for managing technical/ data updates and issues.</p>
Key areas of responsibility
<ul style="list-style-type: none"><li>• <b>Business plan implementation.</b> Lead the implementation of IBAT's five year business plan 2017-2022.</li><li>• <b>Product lifecycle.</b> Take responsibility for the IBAT product from strategic planning to tactical delivery, ensuring user needs are fully and appropriately reflected through the product development and implementation process.</li><li>• <b>Product development.</b> Work with the Governance Committee and IBAT partners to identify and shepherd enhancements and incremental versions of IBAT through the development cycle ensuring that specifications are built and delivered on time and on budget.</li></ul>

- **Pricing models.** Maintain a competitive and effective pricing model for IBAT which delivers value to users and generates income to support IBAT's funding objectives as stated in the business plan.
- **Marketing, communications and outreach strategy.** Develop and oversee implementation of a marketing plan to enable sales and communications of the product to a targeted and differentiated range of users including into the extractives, agriculture, and financial sectors, and through environmental consulting firms and a communications plan using a variety of media targeted at key stakeholders, including driving the update of the IBAT website.
- **Budget, subscription and financial management.** Develop, oversee and report on budget and financial position with support from the accounting team and IBAT Programme Officer.
- **Engagement and relationship management.** Manage the internal relationships with members of the IBAT Governance Committee and external relationships with champions from industry associations and business and biodiversity fora.
- **Team management and development:** Recruit and line manage other team members required as a result of the growth of IBAT.

The responsibilities above will be delivered with support from resource within each IBAT partner, in particular with regards to technical product development, data updates, financial management and administration.

### **Skills**

- Excellent leadership, influencing and negotiating skills
- An understanding of the needs of the private sector and the context in which companies operate to make development decisions
- Ability to think strategically and innovatively to translate the needs of the users of biodiversity data into practical, workable web-enabled tools and reports
- Marketing and sales with a proven ability to present ideas, products and information in compelling ways
- Ability to develop and maintain effective collaborative relationships
- Ability to credibly represent the organization to senior individuals and at key external fora
- Excellent people, project and budgetary management skills, with demonstrated ability to handle large, complex, multi-workstream projects
- Good communication skills, including writing, presentation and facilitation skills
- A self-starter with the ability to work effectively under pressure and time constraints
- Excellent office IT skills
- Fluency in written and spoken English (skills in other UN languages desirable)

<b>Experience and Qualifications</b>
<ul style="list-style-type: none"> <li>• Substantial relevant experience at a senior level, including time spent working in a commercial environment</li> <li>• Demonstrated track record in leadership, strategy implementation, product development, relationship management and the management and delivery of complex, inter-disciplinary projects involving a range of partners</li> <li>• Experience of working in collaboration with partners from a variety of backgrounds, including the private sector</li> <li>• Track record in the design and implementation of web enabled decision support tools</li> <li>• Experience in the development of marketing and sales plans to deliver technology based products</li> <li>• Demonstrated communication skills, both written and verbal, to a range of audiences, at different technical levels, and through a variety of media</li> <li>• Experience of staff supervision, financial management and internal reporting</li> <li>• Master's degree or higher in a relevant field (e.g. business, web based products)</li> <li>• Desirable: Experience with biodiversity and biodiversity related data sets</li> </ul>

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