

JOB DESCRIPTION

Job family (Internal): Researcher

Role (Internal): Realise

Level this JD covered (Internal):

L1 - Researcher

L2 - Researcher

L3 - Researcher

L4 - Researcher

Reports To: Research Unit Manager

Effective from: 25 June 2021

PURPOSE and SCOPE OF THE JOB

The post holder is responsible for developing, coordinating and implementing effective research and investigation to support Greenpeace's campaigns, and providing and executing strategic advice on the development of research and investigation.

The post holder works under the Research Unit to carry out research and investigation for specific projects.

The post holder will be required to do both desktop research and field investigation to collect evidence and information of environmental destruction.

The post holder usually works in project team which requires research and investigation which are sophisticated in nature and broad in its scope, and may involve task managing others to implement the plan.

S/he also assists the Line Manager to enhance research capability.

The post holder may be assigned to work in projects which involve other Greenpeace offices, including coordinating regional and global research tasks.

Discretion is exercised in handling confidential and sensitive information.

The post holder may exercise line management responsibility to 1 position if required by the Manager.

RESPONSIBILITIES

Conceptual tasks, Strategy development and/or Project management

Advise campaign projects on research-related matters.

Design research and investigation plan according to Greenpeace protocol.

Research and analyze a wide range of specialized materials on issues in relation to different campaign projects, and advise campaigns on research-oriented opportunities.

Keep abreast of development of research methodologies and tools which can be of use by Greenpeace. Identify and experiment promising research tactics.

Implementation

Conduct desktop research and field investigation. Ensure accurate and professional research tasks are delivered timely.

Prepare research materials and outputs.

Collect and analyze information and data in proper format.

Capture and organize useful information and data into databases to ensure strategic and valuable information is available for campaigning purposes.

Analyze information and data, and produce briefing papers and reports to support campaign goals.

Initiate collaboration and maintain relationship with institutions and individuals so as to enhance Greenpeace research capability.

Find suitable contractors as required in compliance with Greenpeace policies.

Support/ Coaching/ Leadership

Coordinate the development and implementation of research plans which are regional or global in scope.

Provide training to others in the organization to enhance capability in research, investigation and Rapid Response as well as HAZMAT related activities.

Involve in Rapid Response and HAZMAT related activities to major environmental incidents.

Monitor major environmental incidents and provide advice to management on matters related to Rapid Response.

Compliance/ Keeping Framework Conditions

Ensure Greenpeace research and investigation are of professional quality and meet agreed global standards.

Follow appropriate safety and security protocols in Greenpeace.

Lead and involved in the development of research-related protocols, policies and standards.

Evaluate research process and outcomes. Complete evaluation reports if required.

Responsibly direct and control project spending.

Competency Profile

1. Take Responsibility & initiative 3
2. Prioritize & Organize Work 3
3. Demonstrate Resilience 3
4. Work with others 3
5. Critical thinking 3

6. Demonstrate Expertise 3
7. Strategic thinking 2
8. Build Networks 2
9. Make decisions 2
10. Influence Others 2
11. Act with Integrity 3
12. Strive for Result & Quality 3

Skill and expertise required

Expertise in one or more research methodologies or tools

Work environment

The post holder works in a standard office environment, and is required to travel to other Greenpeace offices, campaign locations or locations where environmental problems require the presence of Greenpeace representatives.

The post holder will be required to work in physically or mentally challenging situations.

Preferred Candidate Profile

Commitment to the mission, principles and values of Greenpeace.

Commitment to, and demonstrated ability to work well as part of a team. Able to work in a cross-cultural environment.

Ability to operate and lead under pressure and in physically or mentally challenging situations.

Ability to work across a variety of issues, under pressure of deadlines and changing priorities and to work unsocial hours as necessary.

Compensation Info. (for Job