



Advisor, Policy and Advocacy Position Description

Position Title:	Advisor, Policy and Advocacy
Team:	Policy and Advocacy Team (PAT)
Location:	Canberra Secretariat
Employment Status:	0.8 FTE - Non-Ongoing to 28 February 2022, subject to extension
Reports to position holder:	Head of Partnerships and Policy
Position Classification:	Senior Officer (Grade 1-4)
Salary:	Range of \$75,706.77 to \$88,098.63 pro rata (depending on the skills and experience of the candidate) plus 9.5% superannuation. Under current taxation laws, up to \$15,900 of the base salary may be taken as a tax-free fringe benefit.

ORGANISATIONAL CONTEXT

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. Our vision is of a world where all people are free from extreme poverty, injustice and inequality and where the earth's finite resources are managed sustainably. Our purpose is to lead and unite our members in action for a just, equitable and sustainable world.

Founded in 1965, ACFID currently has 122 members and 27 affiliates operating in more than 86 developing countries. The total revenue raised by ACFID's membership from all sources amounts to \$1.615 billion (2018), \$846 million of which is raised from over 1.5 million Australians (2018). ACFID's members range between large Australian multi-sectoral organisations that are linked to international federations of NGOs, to agencies with specialised thematic expertise, and smaller community-based groups, with a mix of secular and faith-based organisations.

ACFID members must comply with the ACFID Code of Conduct, a voluntary, self-regulatory sector code of good practice that aims to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability and effectiveness of signatory organisations. Covering 9 Quality Principles, 33 Commitments and 90 compliance indicators, the Code sets good standards for program effectiveness, fundraising, governance and financial reporting. Compliance includes annual reporting and checks. The Code has an independent complaint handling process.

TEAM CONTEXT

ACFID's Policy and Advocacy Team seeks to achieve a strong policy and enabling environment for international development assistance and humanitarian action by Australia. This includes engaging key stakeholders such as ACFID's members, the media, the Australian Government, issue-specific Coalitions, the Department of Foreign Affairs and Trade, and Parliament; to communicate ACFID's positions to the Australian Government and the Australian public; to increase support for international development and humanitarian assistance; and to contribute to Australia's global leadership in sustainable development and humanitarian action through its policies, actions and partnerships.

The ACFID Policy and Advocacy Team has two sub-teams (1) Policy, Government Relations and Media; and (2) Policy and Partnerships. The Stakeholder Engagement and Policy Advisor sits within the Policy and Partnerships sub-team, reporting to the Head of Policy and Partnerships.

This role will also regularly engage with ACFID Management Team to execute tasks as required. We are small, flexible and nimble team committed to leadership at all levels of the organisation.

PURPOSE OF THE POSITION

The primary focus for the Advisor is to help achieve ACFID's strategic policy goals by ensuring ACFID is positioned in the policy landscape to effect positive change. The role requires effective engagement with ACFID's external stakeholders particularly the Department of Foreign Affairs and Trade (DFAT).

The role-holder will:

- Develop and maintain relationships with key stakeholders across the sector to achieve ACFID's strategic outcomes.
- Ensure ACFID is well positioned to act on relevant political and bureaucratic opportunities to represent the sector and influence Australian Government policy
- Contribute to the organisation's management of the contractual relationship between ACFID and the Department of Foreign Affairs and Trade (DFAT), identifying opportunities to shape a productive and effective partnership.
- Develop and maintain ACFID's policy positions, ensuring the expertise of ACFID members and the broader sector informs the development of ACFID Policy Positions
- Support ACFID engagement in current policy debates and anticipate new areas of policy that meet ACFID's strategic aims and those of our members.

KEY AREAS OF RESPONSIBILITY

The responsibilities of the position include, but are not limited to:

Policy development:

- Ensure the expertise of ACFID members informs the development of ACFID Policy Positions.
- Build and maintain relationships with a network of development stakeholders to inform the development and advocacy of ACFID Policy Positions
- In conjunction with ACFID Members, Affiliates and the ACFID Secretariat, coordinate the development of documents that surface, establish, build and/or amplify ACFID's key policy messages, such as submissions to parliamentary inquiries and preparation for associated hearings.
- Present consistent and clear policy advice and messages to ACFID members, Government and other key stakeholders, in support of the development of policy and advocacy products.

- Lead, coordinate and implement roundtables, workshops, workshops and/or stakeholder briefings and meetings to develop, consult, socialise or advocate on ACFID's policy positions.

Stakeholder Engagement and Management

- Build and maintain the productive working relationships with counterparts within government and ACFID's member organisations, essential for effective operation between DFAT and ACFID
- Maintain relationships with a wide array of policy colleagues, organisations and institutions in pursuit of ACFID's Strategic Plan (not just limited to the Advocacy For Change Agenda).
- Map and enhance necessary interactions between ACFID and ACFID's strategic partners.
- Contribute to successful engagement across ACFID's partnerships, including with the Australian Department of Foreign Affairs and Trade

REQUIRED CORE COMPETENCIES

Committing to ACFID's values

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan, including gender justice. We believe that these values are fundamental to achieving our vision and purpose.

Being Adaptable

We respond to new and emerging challenges in our operating environment with agility and purpose. We achieve results by demonstrating curiosity and a willingness to learn.

Working independently and collaboratively

We have the ability or potential to work within and across teams, and autonomously with minimal direction to manage priorities and achieve our outcomes.

Developing effective working relationships

We build, maintain and strengthen both internal and external relationships. We facilitate collaboration and find common ground across diverse stakeholders. We value clear communication and respectful interpersonal skills.

Exercising sound judgment and critical thinking

We seek out innovative solutions, work creatively and leverage resources to achieve results. We engage with risk and opportunities with a problem-solving approach. We make clear, transparent and principled decisions and commit to action in a timely manner.

Translating the big picture into action

We think strategically and are all responsible for implementing ideas in a practical and evidence-based manner through outcome-oriented planning and action.

REQUIRED FUNCTIONAL COMPETENCIES, QUALIFICATIONS AND EXPERIENCE

Policy and Advocacy

Experience producing persuasive briefs, policy documents, submissions and other written products undertaken through consultation processes.

Experience supporting the creation and delivery of strategies that build and/or amplify an organisation's position, and its capacity to exert influence over policy development.

Stakeholder Engagement and Management

Ability to build and maintain relevant and productive relationships with counterparts in ACFID's member organisations and external stakeholders to enable consultation, development and socialisation of ACFID's policy and practice imperatives.

Strong verbal communication skills, including persuasive negotiation skills, and an ability to translate a written brief into a meeting environment.

Experience or understanding on contract and program management

Development Understanding

Strong knowledge and understanding of development policy, including how it is formulated, used and communicated, and a demonstrated understanding of the issues relevant to the development sector.

STANDARD OCCUPATIONAL HEALTH AND SAFETY (OHS) RESPONSIBILITIES FOR NON-SUPERVISORY STAFF

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

GENDER AND DIVERSITY APPROACH

Staff and potential staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, colour, ethnicity or national origin, age, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.