

# ROLE PURPOSE: ANCP Grant Program Lead



## Our Vision

We see a world in which no person is needlessly blind or vision impaired.



## Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

**At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.**

## How we value your contribution:

### Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

### Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

### Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

### Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

### Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

### Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

### Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

### Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

### Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

### Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

### Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

### Employee Assistance Program

You and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

## To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

# ROLE PURPOSE

**Role Title:** ANCP Grant  
Program Lead

**Division:** Global programs

**Location:** Melbourne  
or Sydney

**Date:** August 2021

**Employment type:** Full time,  
Permanent with flexible work  
arrangement

**Reports to:** Grant Portfolio  
Manager

**Number of direct  
reports:** One

**Leadership Band:**  
Leads Others

## Purpose of the role:

The **ANCP Grant Program Lead** is accountable for the ANCP grants management and administration, day to day engagement with DFAT and working with countries to ensure successful delivery of the projects within the ANCP grant portfolio in line with The Foundation's strategic framework.

## The **ANCP Grant Program Lead** will own the outcomes of:

1. Responsible for coordinating the continuous quality improvement of ANCP projects that help ensure effectiveness, value for money, spending analysis and contractual compliance, in collaboration with the Grant Portfolio Manager
2. Meet the compliance requirements of ANCP including managing all deliverables and reporting – Annual Development Plans (ADPlans), ANCP Annual Performance Reports etc.
3. Build the capacity of Grant Coordinators and M&E Coordinators in the CSN and Countries in all aspects of ANCP grants management.
4. Increase the visibility of ANCP within The Foundation by working closely with other teams such as Finance, Legal Governance Risk and Compliance, and Digital team, Market Intelligence team and the broader Public Affairs to ensure contractual compliance.
5. In consultation with the Grant Portfolio Manager, represent The Foundation in relevant DFAT and ANCP-related meetings, conferences and forums.
6. Establish strong working relationships with both program teams and DFAT/ANCP to ensure each project or program is fulfilling the terms and conditions in the ANCP Grant Agreement with DFAT.

## Key Responsibilities

### Grants Management

- Coordinate the delivery of the DFAT/ANCP portfolio and all associated projects in all the countries, ensuring strategic and quality oversight.
- Working with Programs Commercial Partner and Grant Finance Manager monitor, analyse and advise on income and expenditure of the ANCP projects according to agreed timelines and budgets.
- Responsible for the development, completion and submission of all ANCP deliverables including ADPlans, RDE figures and Annual Performance Reports.
- Establish effective working relationships with global staff to ensure each project is meeting DFAT obligations and donor expectations.
- Ensure compliance by The Foundation with all conditions of the ANCP contracts including strategy, procedures and policy, donor branding requirements and relevant cross-cutting policies.
- Support business development with lessons learned and donor insights.
- Work with the Foundation's Development Effectiveness Team to ensure the monitoring, evaluation and learning is consistently applied and recorded across DFAT projects in accordance with the DFAT's Monitoring, Evaluation and Learning Framework (MELF).
- Work with the Grant Portfolio Manager to finalise annual portfolio in line with the Programs Priorities and The Foundation's Strategic Plan.
- Communicate professionally and in a timely fashion with DFAT on all elements of grant administration
- Maintain and manage systems and processes relating to ANCP projects and partnerships.
- Identify risks and provide mitigation strategies for adhering to the donors' grant requirements.

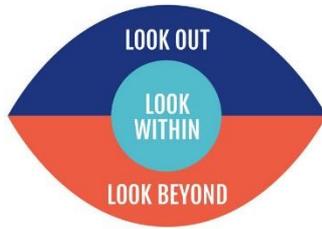
### Strategic Relationship Management

- Ensure the obligations of the ANCP Partnership are fulfilled in accordance with the ANCP Grant Agreement, including participation in relevant meetings and events (for example Annual Reflection Workshops and Annual Learning Workshops), and input into joint submissions and activities.
- Coordinate the representation of The Foundation in relevant DFAT forums and working groups, and represent The Foundation when relevant in liaison with the Grant Portfolio Manager.
- Research organisational, policy and budget news with DFAT including the international development landscape, funding opportunities etc. and disseminate information among relevant personnel in The Foundation.
- Disseminate relevant information with other internal teams, including the Strategic Bids team.
- Support the DFAT Accreditation Process and ongoing representation on Accreditation working group between accreditations.

## People management and development

- Manage and support the work of the ANCP Grant Program Coordinator and any other staff that will be assigned to the FHF ANCP team. This includes recruitment, coaching, mentoring and professional development of direct report/s.

### Our Capabilities:



### As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

### Skills:

- Understanding of institutional donors' funding, grant and development approaches.
- Understanding of international development landscape and Australian government priorities.
- Strong written, verbal and cross-cultural communication skills.
- Good analytical and problem solving skills.
- Excellent interpersonal skills with the ability to manage a wide variety of diverse relationships and stakeholders utilising collaborative consultation and communication skills.
- Proven financial management skills.
- Outstanding planning and organisational skills including ability to work under strict deadlines.
- Proficient in Microsoft office applications.
- Confident presentation and public speaking skills.
- Highly developed and effective negotiation skills.
- Ability to work under limited supervision following standardized practices and/ or methods.
- People management and supervisory skills.

### Essential Experience:

- Extensive experience working within the International Development sector.
- Previous grants and program management experience with institutional donors such as DFAT, DFID, USAID, EU etc.
- Experience working on international development projects with INGOs or similar organisations.
- Knowledge of donor contracts and agreements.
- Knowledge of the project management cycle including project development/design, implementation and monitoring and evaluation.
- Experience with budget development and monitoring.

### Desirable Experience:

- Experience in grant and proposal writing for international development.
- Experience in program development.
- Knowledge of DFAT and its requirements, especially on ANCP.
- Knowledge of performance monitoring and evaluation frameworks, including Theory of Change/Program Logic.

### Qualifications:

Tertiary qualifications in a relevant field, e.g. International development, public health, project management.

### The position involves:

- This position is recognised as having "Contact with Children" either direct or indirect.
- This position does not involve "Working with Children" either direct or indirect.
- Ability to work flexible hours.
- Preparedness to undergo background checks including criminal records check and qualifications check.

### Travel:

Availability to travel domestically, regionally and internationally.

### Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.