

POSITION DESCRIPTION

Position Title	Manager (Climate Resilient Islands Program)
Organisation	Live & Learn Pacific Network
Term of Position	2 years with options to renew
Functional Relationships with	Executive Director, Program Director, Director for Knowledge and Learning Boards, country managers and RECCA Implementation lead
Position objective	To effectively collaborative and manage and administer the Climate Resilient Islands Programme
Salary Scale	AUD 88,774 (Gross)

Background

Live & Learn is a dynamic learning network of locally registered organisations operating in 11 countries across the Pacific, South East Asia and the Indian Ocean working towards an *equitable and sustainable world free from poverty*.

Live & Learn is working across a range of thematic areas including climate resilience, water sanitation and hygiene, nature-based solutions to climate change, humanitarian response, food security and Payment for Ecosystems Services (PES). The strategic principles underpinning these thematic areas are:

- a. Establishing broad-based collaboration with private academic, government and non-profit sectors add value to our work, allows us to be influenced in our thinking and sharpens our focus.
- b. Institutionalising courage across the networks promotes innovation, trust, inclusion and neutralise risk averse programming that is currently holding back progress and impact.
- c. Localising development interventions and building on exiting knowledge, including indigenous knowledge leads to sustainable outcomes and empowered communities

The Climate Resilient Islands (CRI) Phase 1 will, over a four-year period, develop and implement nature-based solutions to climate change in vulnerable communities using indigenous knowledge to restore and protect critical ecosystems whilst also seeking to build economic and social resilience.

CRI is a multi-country programme with a regional knowledge and learning mechanism that will leverage successful approaches across multiple countries and contexts. Four interconnected outcomes will, over the medium term, strengthen community resilience and adaptive capacity to the impacts of climate change in Kiribati, Vanuatu, Tonga and Fiji. These outcome areas will use nature-based solutions (NbS) to deliver benefits in areas of food security, disaster preparedness, economic development, local employment and empowerment of young people, women, and marginalised groups. CRI Phase I will build on existing proven approaches within Live & Learn's localised Pacific network and extend these through national systems and partnerships. CRI will closely align with MFAT's Programme titled Resilient Ecosystems for Climate Change Adaptation (RECCA) and contribute to the NbS evidence base in the Pacific whilst supporting national climate change strategies.

Role and Responsibilities

1. Management

- 1.1 Manage work packages through the Asana Management Platform in line with the Inception Report.
- 1.2 Actively track and document activity progress and ensure the activity adheres to any progress reporting requirements.
- 1.3 Ensure that Live & Learn approaches and tools as outlined in the Inception report are embedded into implementation approaches.
- 1.4 Support the coordination of in-country and regional activities and regional activities.
- 1.5 Develop and apply adaptive management approaches for activities as new information becomes available (particularly around the ongoing management of COVID-19 and border restrictions) and lessons are learned from implementation on the ground.
- 1.6 Monitor and manage the Activities identified risks and issues and keep their risk registers up to date.
- 1.7 Identify, manage and appropriately escalate issues to the Program Management Unit and The Program Governance Group in a timely way, so they can be effectively resolved and their impact on the Program and stakeholders is minimised.
- 1.8 Manage and maintain Activity management assets in accordance with contractual requirements and Live & Learn policies.
- 1.9 Ongoing management of contracts with suppliers and community resilience grants with communities, including identifying and drafting contract exemptions and variations and managing risks.
- 1.10 Manage the process of procuring goods and services. Draft ToR, draft and negotiate contracts with potential suppliers and implementation partners.

2. Stakeholder Management

- 2.1 Managing partnership arrangements with local Live & Learn offices and escalation of risks and emerging issues.
- 2.2 Brief new suppliers on the activities and develop and maintain good relationships with them
- 2.3 Develop and maintain good working relationships with RECCA Implementation lead and all stakeholders.
- 2.4 Ensure that plans on how and when to involve the activity's stakeholders in the Programme implementation are carried out.
- 2.5 Use constructive dialogue to mitigate any conflict or communication problems with stakeholders that arise.

3. Monitoring and Reporting

- 3.1 Implement processes and tools to monitor activities against the monitoring, evaluation and learning (MERL) framework including commissioning external evaluations at key points during the Program.
- 3.2 Develop, operationalise and manage the MERL plan.
- 3.3 Actively track and report on the achievement of MERL indicators and, as required, develop interventions for indicators shortfalls

- 3.4 Monitor the Activities' transition and exit plan to ensure that expected ways to sustain the outputs and outcomes remain feasible.
- 3.5 Develop the agenda for the Program Governance Meetings and organise these meetings with MFAT RECCA Lead.
- 3.6 Prepare and deliver briefing notes whenever requested.
- 3.7 Prepare annual report in line with contractual agreement.

4. Compliance

- 4.1 Oversight of Live & Learn's Environment, Health and Safety, Integrity, Fraud Management, Safeguarding and Child Protection Policies across the Program.

Knowledge and Experience

- Demonstrated experience, knowledge and understanding of Program management and administration.
- Demonstrated knowledge and understanding of development, in particular inclusive and participatory approaches.
- Breadth and depth of management experience including communications, digital management platforms, planning within a developing country setting or with other cultural groups.
- Experience in strategic analysis and development at a program level.
- Experience in providing professional leadership, including around staff professional task management.
- Experience in facilitating dialogue across multi-cultural groups.
- Post graduate qualification in management, administration or related disciplines is desirable.
- A minimum of five years' experience in the field of managing development projects, preferably in the Pacific region.
- Experience living in the Pacific education would be an advantage.

Professional Specifications

Work Organisation: Able to plan, organise and monitor tasks at program and project levels while maintaining a clear focus on outcomes. Able to coordinate a range of complex tasks simultaneously. Able to effectively prioritise and organise own workload.

Work Knowledge: A tertiary qualification in a relevant area. Understanding of the cultural context of Pacific. Understanding of sustainable development and community development. Understanding of evaluation policies, processes and best practice as it applies to international development. Understanding of sound development principles and development practice. Understanding of gender, human rights and environmental issues and their application in developing countries. Knowledge of gender analysis.

Work Experience:	Experience in development, management and strategic planning. Experience working in a developing country is desirable. Experience in undertaking and appraising project activities. Proven experience of building effective cross-cultural relationships. Experience in analysing and managing contracts and budgets. Experience working in an advisory role. Experience working with project cycles and development delivery mechanisms. Experience in organisational and professional development around quality management systems. Experience of international dialogue is desirable.
Research/Analysis:	Excellent rigorous analytical skills. Demonstrated ability to undertake forward-looking planning. Impact analysis and evaluation skills.
Team Work:	A willing, inclusive and respectful team player able to contribute effectively to and lead teams. Ability to work with consensus decision-making.
Strategic/Professional Leadership:	Has a high level of professional credibility and is able to provide to peers, to the whole of agency, and to the wider sector. Is able to identify important trends and issues and influence strategies in line with sound analysis.
Communication:	A high standard of written and oral skills including the ability to present and effectively debate complex issues. Excellent listening skills. Able to adjust personal style to meet receivers' needs. Good facilitation skills.
Problem Solving:	Can identify issues that are likely to be sensitive and develop appropriate responses based on sound judgement. Has the ability to manage through crisis situations in a calm and confident way. Excellent problem identification and analysis skills and sound judgement at a program level.
Interpersonal:	Is able to develop professional relationships of trust and confidence. Is able to negotiate and consult effectively. Able to develop equitable partnerships. Able to work effectively in a cross-cultural environment.
Strategy:	Able to undertake strategic analysis and planning which is holistic and cohesive and to formulate advice at an agency and program level.
Other	Must be able to obtain Police Check and Working with Children's clearance. Must have computer competency. Must be able to travel periodically to the Pacific.

Personal Qualities

- Maturity of judgement, flexibility, creativity, responsiveness, initiative, ability to collaborate with others, ability to follow through, ability to take a considered approach, ability to work within an adaptive organisation and with adaptive systems, openness to learning, willingness to change personal view in light of evidence, a sense of humour, a personal commitment to climate change action.