

Position Description

Position Title:	Director Effectiveness and Engagement Team
Team:	Effectiveness and Engagement Team
Location:	Canberra Secretariat
Employment Status:	Fixed Term, 12 months 1.0 Full-Time Equivalent
Reports to:	CEO
Direct reports	Two – Code and Standards Lead, Learning and Impact Lead
Position Classification:	Manager 01 - 03 depending on experience

Background

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 136 members and 20 affiliates operating in more than 90 developing countries. The total revenue raised by ACFID's membership from all sources amounts to \$1.93 billion (2022-23), \$728 million of which is raised from over 1.07 million Australians. 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 92 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.

ACFID's work is guided by its Board, CEO and Strategic Plan 2026-2031.

ACFID is a Public Benevolent Institution (PBI) and has salary packaging which allows employees to use a proportion of the salary using tax-free dollars. The end result is an increase in your take-home pay. Employees have a total of approximately \$15,899* per Fringe Benefit Tax year to salary package. In addition, ACFID's PBI status enables you to salary package a further approximate \$2,650 per year for personal meals and accommodation on top of the normal salary packaging amount. You can find more information about Salary Packaging here:

<https://www.cbb.com.au/discover-salary-packaging/>

Team Context

The Director of EET leads the effectiveness and engagement team.

Their functional units include:

- Standards and Code of Conduct
- Learning and impact
- Member and external stakeholder engagement

The Director of EET is responsible for effective functioning of the ACFID Board Membership Admission Committee and Code of Conduct Committee.



As a member of the ACFID senior management team; the role works closely with the CEO, Business Director and Policy and Advocacy Director to develop and fulfil the strategic plan, as well as jointly identify and build synergies across the organisation

Main Purpose of Position

The main purpose of the Director Effectiveness and Engagement is to lead ACFID's work which strengthens its members' relevance, accountability, effectiveness and influence; and which builds and maintains ACFID's engagement with and accountability to its member's.

Key Stakeholders

External

ACFID members; Potential member organisations; DFAT and other donor and philanthropic funders; business and start-ups engaged in development, Australian Charities and Not for profits Commission; international standard organisations such as the Global Standard for Civil Society and the Core Humanitarian Standard Alliance; research centres, academics and consultants; other civil society platforms and networks regionally and internationally, corporate and other partners.

Internal

ACFID Board, Code of Conduct Committee Chair and members; Membership Admissions Committee, Development Practice Committee Chairs and members; CEO; Management Team, Effectiveness and Engagement Team, and staff.

Key Areas of Responsibility

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

1. In consultation and collaboration with the Management Team, ACFID members and other stakeholders as appropriate, lead the design, planning and evaluation of the work delivered by EET and in line with the ACFID strategic plan.
2. Lead EET, including managing direct reports and maintaining an effective, flexible and mutually supportive team culture.
3. Ensure that EET maintain effective working relationships with other parts of ACFID and with other stakeholders.
4. Create an enabling operating environment for EET by leading or supporting the development and implementation of policies, guidelines, systems and tools.
5. Ensure ACFID's members are aware of, engaged in and benefiting from the work of EET.
6. Promote the work of EET both within and outside ACFID and represent ACFID to external stakeholders as required.
7. Manage the Effectiveness and Engagement Team budget and risks as required.
8. Contribute to the leadership and management of the ACFID Management Team.
9. Support ACFID's Council, Board, committees and practice groups as required with a focus on the Code of Conduct Committee, the Membership Admissions Committee and the Development Practice Committee.



Required Core Competencies at ACFID

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 & Experience (Selection Criteria)

Technical/Professional

1. Demonstrated understanding of good development practice/effectiveness.
2. Demonstrated understanding and experience in budget development and management.
3. Demonstrated ability to lead/support change both within and across organisations.
4. Demonstrated ability to plan, deliver and evaluate multi-component programs, drawing on quantitative and qualitative data as appropriate.
5. Demonstrated ability to lead/support processes of innovation, reflection, learning and adaptation.
6. Demonstrated ability to lead/manage teams, including experience in staff management, team building, mentoring and coaching.
7. Demonstrated ability to manage internal and external relationships and to work collaboratively with a diverse range of stakeholders
8. Professional knowledge of one or more approaches to improving organisational accountability and effectiveness such as standard setting, innovation, applied research, education and training etc.
9. Demonstrated experience within the international development sector

Standard Occupational Health and Safety (OHS) Responsibilities for Supervisory Staff

Implementation and enforcement of all health and safety policies and procedures of the organisation, taking all reasonable care that your actions or omissions and those in your team do not impact on the health and safety of colleagues in the workplace.

