



Policy and Advocacy Advisor Position Description

Position Title:	Policy and Advocacy Advisor
Team:	Policy and Advocacy Team (PAT)
Location:	ACFID Canberra Secretariat
Employment Status:	Permanent, Part-Time or Full-Time, 0.8-1.0 Full-Time Equivalent
Reports to position holder:	Head of Policy and Partnerships
Position Classification:	Senior Officer (Grade 1-2)
Salary:	Range of \$79,369.47 to \$86,852.56 (Pro-rata and depending on the skills and experience of the candidate) plus 10.5% superannuation. Under current taxation laws, up to \$15,899 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 NGOs involved in international development and humanitarian action. ACFID's purpose is to lead and unite its members in action for a just, equitable and sustainable world.

Founded in 1965, ACFID currently has 129 members and 22 affiliates operating in more than 90 developing countries. The total revenue raised by ACFID's membership from all sources amounts to \$1.86 billion (2018-19), \$701 million of which is raised from over 1.26 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's 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. ACFID's work is guided by its Board, CEO and [Strategic Plan 2020-2025](#).

Team Context

ACFID's Policy and Advocacy Team seeks to achieve a strong policy and enabling environment for international development assistance and humanitarian action in Australia through [its Advocacy Agenda](#). 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 achieve ACFID's Advocacy Agenda. 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.

Purpose of the Position

ACFID is seeking to hire two Policy and Advocacy Advisors to start with the team in early 2023. The policy and advocacy advisors will support and implement the creation of development and humanitarian policy positions and associated government relations and stakeholder engagement activities for ACFID. The positions will work within the PAT team to ensure that ACFID is positioned to engage in current policy debates including around DFAT's New International Development Policy, as well as to foresee and predict new areas of policy that meet ACFID's strategic aims and those of our members.

A key responsibility of the policy and advocacy advisors will be to examine the emerging challenges being faced by ACFID's membership and influencing the ways in which Australia's official development assistance program is shifting in an era of geopolitical change.

This will require the role-holders to work in a dynamic and responsive way to: identify the issues confronting the sector and the development cooperation program which require further research and exploration; bring together expertise from ACFID's membership, and the aid and development and foreign policy communities; and support the creation and implementation of ACFID policy and advocacy strategies.

Key Areas of Responsibility

Policy and Advocacy

- Lead on the development and consultation of ACFID's policy and advocacy positions in areas such as climate change, development policy, human rights, civil society and humanitarian.
- Identify opportunities to promote and maximise the impact of ACFID's policy positions to shift political party and government policy.
- Lead, coordinate and implement events and communities of practice to develop and socialise ACFID policy.
- Position ACFID and its membership to engage in critical policy debates relevant to development cooperation.

Government Relations

- Implement ACFID's government relations agenda, including building networks with government stakeholders, engaging parliamentarians and advisors, drafting communications, arranging and leading meetings.
- Implement advocacy strategies to amplify ACFID's voice and maximise the impact of ACFID and member policy positions.
- Build and maintain a network of government stakeholders to influence policy direction in international development and humanitarian assistance.

Stakeholder Engagement and Representation

- Build and maintain relationships with a wide array of policy colleagues, organisations and institutions.
- Harness relationships and expertise in ACFID's secretariat, membership, committees and with external stakeholders to support policy creation and build support for ACFID's positions.

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

- Ability to assess and analyse current policy and political debate, to research and horizon-scan the foreign policy environment to effectively position ACFID and influence key actors.
- Experience producing persuasive briefs, policy documents, submissions and other written products undertaken through consultation processes.
- Experience in one or more of the following areas: climate change, humanitarian crises, the sustainable development goals, human rights and inclusive development, will be an asset.
- Experience in program evaluations or harnessing academic research for policy and advocacy purposes will be highly regarded.

Government Relations

- Have a strong understanding and interest in engaging with Australian politics and policy processes
- Ability to assess, analyse, and advise on the current and emerging political landscape

- Experience harnessing a network of parliamentarians, advisors, and bureaucrats to influence policy and investment direction
- Strong written and verbal communications skills

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.

Development Cooperation Understanding

- Understanding of the Australian Government's development policy and the issues relevant to the development sector.
- Understanding of the geopolitical drivers of Australia's foreign policy and the role of development cooperation in Australian foreign policy.
- Understanding of federal government processes such as, Federal Budget would be beneficial.
- Understanding of the different forms of development finance, e.g., grants, loans, other flows and ODA classification system would be beneficial.

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.