

Research Officer

Position Title:	Research Officer - Partnership focus
Team:	Policy and Advocacy Team
Location:	Canberra Secretariat
Employment Status:	0.8 -1.0 FTE
Reports to	Policy and Advocacy Lead
Position Classification:	Officer

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 130 full 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 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 2020-2025](#).

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/>

Gender & Diversity Approach

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan. ACFID is an equal opportunity employer and does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability status or national origin. Applicants will be considered based on qualifications, merit, and business need. Individuals of diverse backgrounds and Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply.

Scope of Position

The Research Officer will support the Policy and Advocacy Team to implement a strong policy and enabling environment for international development assistance and humanitarian action in 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.



Main Purpose of Position

This role will support the Policy and Advocacy Team to create and implement policy positions for ACFID, particularly in the wake of the new Development Policy, through research and administrative support. This will include providing support to discrete projects such as the distribution of the annual ACFID Perceptions Survey, supporting NGOs as valuable partners research as well as ad hoc research on important development and humanitarian policy issues. The successful applicant will have a strong ability to work across and support a team with a wide variety of dynamic priorities.

Key Areas of Responsibility

Research Support

- Conduct desktop and consultative research to support strategic priority areas of policy and advocacy as identified by the Policy and Advocacy Team.
- Assist in the drafting and editing of key policy and research document which may include briefs, submissions and website content.
- Support the distribution of the Annual ACFID Perceptions Survey, and help manage stakeholder engagement.

Administrative Support

- Support the Policy and Advocacy Team with overflow administrative tasks which may include arranging meetings, gathering information, coordinating with internal and external stakeholders.

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)

1. Demonstrated experience in application of research and academia in a policy and advocacy context
2. Excellent written and verbal communication skills
3. Ability to manage multiple priorities and to coordinate across a team
4. Demonstrated interest in international relations/international development



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.

How to Apply

If you would like to be considered for this position, please complete the [ACFID Employment Application Form](#) .

