

Program Lead, Asia-Pacific Development, Diplomacy & Defence Dialogue (AP4D)

Position Title:	Program Lead
Team:	Policy and Advocacy
Location:	Remote or Canberra, some travel to Canberra necessary
Employment Status:	Part-time or full-time to be negotiated with successful candidate(s), fixed term until 30 June 2024. All AP4D positions are tied to program contract/grant funding periods – if and when further funding is secured additional fixed term employment will be offered.
Reports to Position Holder:	Executive Director, AP4D
Position Classification:	Senior Officer (SO2-SO3)
Salary:	Between \$82,844 and \$86,029 (pro rata). This includes a fringe benefits concession of up to \$15,900, plus 11% superannuation. Any accrued leave will be paid at the end of employment.

Organisational context

The Australian Council for International Development (ACFID) is the peak body for Australian NGOs (non-government organisations) 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.

ACFID currently has 129 members and 22 affiliates operating in more than 90 developing countries. 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 2021-2025.

Team Context

The Asia Pacific Development, Diplomacy & Defence Dialogue (AP4D) creates a new dimension in Australia's international policy-making by bringing together the development, diplomacy and defence communities. It combines the skills and experience of each to achieve new insights, develop new ideas and promote strategic collaboration around shared interests.

AP4D's inaugural program, 'Shaping a shared future — deepening Australia's influence in Southeast Asia and the Pacific', demonstrated proof-of-concept and established a credible methodology for surfacing, analysing, testing and engaging on policy options through its sequenced diagnostic, dialogue, roundtable and symposium formats.

AP4D is now funded by both defence and foreign affairs, and is hosted by ACFID. It is currently working on programs relating to Southeast Asia, the Pacific and the Indian Ocean.

Purpose of the Position

The Program Lead will be responsible for leading, managing and delivering AP4D's funded programs with energy and expertise.

They will build strong relationships with foreign policy practitioners to galvanise the collaboration needed to deliver program outcomes. The Program Lead will catalyse value-adding cooperation and facilitate the delivery of productive new insights and ideas that are feasible and achieve widespread backing amongst the three communities.

Skills required

The Program Leads will have sufficient standing, credibility and networks to convene senior and executive groups and assist them to reach consensus on complex policy questions. They will have relevant qualifications and policy experience. They will have a proven track record communicating complex ideas succinctly, creatively and successfully. They will have the ability to build and articulate positions that reflect a consensus between the communities, regardless of their individual expertise and views. They will also have significant program management experience, including human, financial and risk management.

Key Areas of Responsibility

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

- Drive achievement of AP4D's programs through efficient, effective processes that result in the timely delivery of quality products, including budget management, with minimal day-to-day supervision
- Convene, facilitate and constructively guide dialogue between Australia's defence, diplomacy and development policy communities, through adept use of multiple fora and platforms, including diagnostic discussions, in-person and virtual workshops
- Identify, assemble and oversight recognised experts to produce high-quality collaborative products that reflect new insights and ideas, ultimately converging in a persuasively articulated agenda
- Be willing and able to lead dialogue participants past points of difference and find pathways forward, always building support for negotiated proposals that have wide and deep ownership among the three communities, regardless of personal preferences or previously stated positions
- Share ideas through publications and media
- Communicate consistently and effectively with funders and AP4D governance structures, at all times retaining their confidence and that of the broader defence, diplomacy and development communities.

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 and Experience

- Tertiary studies in international relations, development, security or area studies
- Policy or applied research experience in at least one of the development, diplomacy or defence communities (broadly defined), with evidence of collaboration with the other communities
- Knowledge of and/or lived experience in Southeast Asia, the Pacific Islands or Indian Ocean
- Experience in convening, guiding and supporting groups to arrive at shared policy positions with credibility and authority
- High level communications capacity, including: speaking with confidence, fluency and authority; writing simply, succinctly and powerfully to convey ideas; and willing and able to use social media and other communications channels to engage widely
- Demonstrated competence in managing people, processes and budgets to deliver desired outcomes

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.

Gender and Diversity Approach

Staff and potential staff are treated solely on the basis of their merits, abilities and potential, regardless of gender, colour, ethnicity or national origin, age, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

In line with Australian Human Rights Commission guidelines, ACFID recognises the need to help address the general employment gap between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians through targeted recruitment special measures. Where this is implemented, the filling of such a position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth) and s 27 of the Discrimination Act 1991 (ACT).

HOW TO APPLY

Taking into account ACFID's core competencies and the required functional competencies of the role as detailed in the position description, please send a covering letter and your resume by filling in this [online Application for Employment form](#). The covering letter, including your response to the selection criteria, should be no longer than two A4 pages.

The deadline for applications is **11.59pm (AEST) Tuesday, 26 September**.

ACFID's preference is for the Program Lead to start as soon as practicable. Working hours can be negotiated. Applicants are asked to provide their preferred working arrangements in their covering letter and all applicants and their preferred working hours will be considered.

If you wish to discuss the role further, please contact mconleytyler@asiapacific4d.com.

Any offer of employment will require a National Police Check. If you are not based in Australia a contracting relationship can be discussed.