



Humanitarian Policy and Advocacy Lead Position Description

Position Title:	Humanitarian Policy and Advocacy Lead
Team:	Policy and Advocacy
Location:	Canberra Secretariat
Employment Status:	Ongoing, 0.8 – 1.0 FTE
Reports to position holder:	Chief of Policy and Advocacy
Position Classification:	Senior Officer (Grade 3-4)
Salary:	Range of \$93,798 to \$96,055.28 (depending on the skills and experience of the candidate) plus 11% superannuation. Under current taxation laws, up to \$15,900 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. 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;
- increase support for international development and humanitarian assistance; and
- contribute to Australia's global leadership in sustainable development and humanitarian action through its policies, actions and partnerships.

Purpose of the Position

The primary focus for the Humanitarian Policy and Advocacy Lead is developing and leading ACFID's policy and advocacy on humanitarian issues, in line with ACFID's Advocacy Agenda, including how to address root causes of crisis, respond globally based on need, and ensure effective and inclusive response. The role is the focal point for engagement and collaboration with ACFID members and external stakeholders on these issues - including the Australian Parliament, Department of Foreign Affairs and Trade (DFAT), the Australian Civil-Military Centre (ACMC), and the International Council of Voluntary Agencies (ICVA). The role engages ACFID Members to influence Australian Government policy on key humanitarian issues, including through the coordination of ACFID's Humanitarian Reference Group and Technical Advisory Group to DFAT.

The role-holder will:

- Lead ACFID's policy and advocacy on humanitarian, fragility, peace and security issues, including ensuring the expertise of ACFID members and the broader sector informs the development of ACFID policy and advocacy products, such as budget submissions.
- Progress the achievement of ACFID's Advocacy Agenda by developing and implementing humanitarian advocacy projects.
- Engage ACFID Members and strategic partners on humanitarian policy and practice issues, including through the coordination of the Humanitarian Reference Group, and management of the Civil Society Engagement Advisor to the ACMC.
- Ensure ACFID is positioned to engage in current policy debates on humanitarian issues, as well as to foresee and predict new areas of policy that meet ACFID's strategic aims and those of our members.
- Engage with the Australian Humanitarian Partnership Support Unit (AHP) and ACFID HRG Members to ensure that ACFID humanitarian policy and advocacy positions are drawn from Member experience and practice.
- Act as the focal point for communication on member responses to sudden onset emergencies, including through coordinating consolidated appeals pages for the ACFID website.
- Support ACFID's engagement in the media to advocate for humanitarian issues including on content and as a spokesperson.
- Act as a senior member of the policy and advocacy team, including managing other staff and supporting organisational strategy.

Required Technical Competencies

- I. Demonstrated experience in coordinating consensus on policy positions, and advocacy efforts;
- II. Demonstrated experience providing advice, developing positions and producing persuasive briefs, policy documents, submissions and other products undertaken through consultation processes;
- III. Demonstrated experience in facilitating stakeholder exchange, identifying opportunities for collaboration, and acting as a conduit for diverse actors to share their perspectives;
- IV. Ability to manage longer term policy and influencing objectives with being responsive to emergent humanitarian crises;
- V. Relevant experience within the humanitarian and/or peacebuilding sectors (NGO or humanitarian experience highly regarded) and practical understanding of current humanitarian policy issues;
- VI. Experience managing staff;
- VII. Experience in representing organisational and policy positions to government, media, academic and civil society forums.

Required Core Competencies

- I. 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.
- II. 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.
- III. 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.
- IV. 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.
- V. 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.

- VI. 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.
- VII. 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, ethnicity or national origin, age, socio-economic background, disability, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

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](#).