

Position Description

Position Title:	Chief of Policy and Advocacy
Team:	Policy and Advocacy
Location:	Canberra Secretariat
Employment Status:	Fixed term – One year Parental leave cover
Reports to:	CEO
Position Classification:	Manager 1 (\$121,581) - Manager 3 (\$142,681) 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 127 full members and 20 affiliate members operating in more than 79 developing countries. The total revenue raised by ACFID's membership from all sources amounts to \$1.26 billion (2021 - 22), \$773 million of which is raised from over 1.1 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 Chief of Policy and Advocacy is responsible for:

1. Providing strategic leadership of the Policy and Advocacy Team including line management.
2. Overseeing the planning, budgeting, implementation, monitoring and reporting on achievement of key goals in the [ACFID Strategic Plan 2020-2025](#) and [Advocacy Agenda](#)



3. Undertaking representational functions for the organisation, including with ACFID's members, Members of Parliament, senior officials and in the media.
4. Contributing to organisational leadership as a member of ACFID's Management Team, leading and supporting whole of organisation initiatives, as required including supporting reporting to the Board, the Department of Foreign Affairs and Trade (DFAT), members and other stakeholders.
5. Building connections between the policy, and learning, standards, and membership practice areas of ACFID's work.
6. Leading ACFID's representation on selected strategic partnerships, and.
7. Leading and supporting ACFID's thought leadership about the future of the sector, as relevant to a policy and advocacy context.

Main Purpose of Position

The purpose of the Chief of Policy and Advocacy is to lead ACFID's Policy and Advocacy Team to achieve a strong policy and enabling environment for international development assistance and humanitarian action by Australia. This includes working with the team to engage 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. ACFID aims to increase political and bureaucratic support to contribute to Australia's global leadership in sustainable development and humanitarian action through its policies, actions, and partnerships.

The role is a member of ACFID's Executive Management Team and plays an important part in helping share responsibilities for major corporate functions including leading on our relationship with the DFAT grant.

Key Areas of Responsibility

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

1. Support to and enable the Policy and Advocacy team's collective and individual capability and leadership to develop and execute high impact strategies.
2. Provide line and team management of the Policy and Advocacy staff, including managing performance of direct reports, and building and maintaining an effective, flexible, and mutually supportive team culture.
3. Lead the design, planning, monitoring, evaluation and reporting of the work delivered by the Policy and Advocacy team and ensure learning is incorporated for achieving ACFID's intermediate outcomes towards our Strategic Plan.
4. Effectively manage complex and competing issues in a reactive political and media environment, with appropriate attention to both planned and emergent work and ensuring a risk management approach is taken.
5. Ensure the development of high-quality thematic content for key meetings, forums, advocacy and policy positions, media, and public relations.
6. Promote ACFID positions and represent ACFID to external stakeholders as required, including with ACFID members, Members of Parliament, senior officials, and in the media.
7. Contribute to the leadership of members, providing relevant advice, convening and leading ACFID member advocacy and forums including the development of ACFID's National Conference.
8. Contribute to the leadership of ACFID's Management Team and lead or support secretariat-wide initiatives as required.
9. Contribute to ACFID's strategic partnerships, including managing the Asia Pacific Development, Diplomacy and Defence Dialogue (AP4D) and participating at all levels of ACFID's partnership with DFAT.
10. Build and maintain a network of relationships with Members of Parliament, DFAT, other government departments and organisations outside the NGO-sector with whom ACFID collaborates, or has an interest in.



11. Other duties as directed including acting as CEO at times.

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. **Leadership:** Demonstrated experience in building the capacity and leadership of teams on an individual, collective, and sustainable basis.
2. **Management:** Demonstrated team management capability ensuring effective prioritisation, flexibility, and organisation of resources to achieve outcomes.
3. **Planning and design:** Demonstrated experience in leading the development, planning and execution of advocacy strategies and programs, and monitoring and evaluating their impact.
4. **Representation:** Demonstrated representational experience to persuasively present agendas to government, media, academic and civil society, and other fora.
5. **Communication:** Demonstrated written communication skills, including the ability to supervise the written work of others in preparation and editing of a range of written materials such as policy, research papers, submissions, briefs, and media releases.
6. **Engaging with risk:** Demonstrated ability to assess, take and manage risk.

Personal Attributes

1. **Stakeholder Engagement:** Demonstrated ability to lead and support stakeholder engagement strategies, positions and products to deliver strong outcomes.
2. **Context Analysis:** Proven ability to contribute to whole of organisation processes and programs of work, and to see the bigger picture and contribute accordingly.
3. **Political Nous:** Demonstrated ability to think politically about stakeholders and their drivers, and craft advocacy strategies and approaches accordingly.
4. **Dynamic and fast-paced environments:** Demonstrated personal resilience, and ability to support high-performing teams in a fast-paced environment.
5. **Commitment:** Commitment and values alignment to ACFID's vision mission and values, including gender justice.



6. **Previous experience with or knowledge of any of the following looked upon favourably:** development or humanitarian assistance agencies, particularly NGOs; human rights and civil society organisations; knowledge of the Australian international development and humanitarian sector.

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.

