

Position Description

Position Title:	Policy and Partnerships Lead
Team:	Policy and Advocacy
Location:	Canberra Secretariat
Employment Status:	Permanent, 0.8-1.0 Full-Time Equivalent
Reports to:	Chief of Policy and Advocacy
Position Classification:	Senior Officer Grade 3-4 (\$93,798 to \$96,055) 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 Policy and Partnerships Lead is responsible for:

1. Managing ACFID's Grant Agreement and formal Partnership with the Department of Foreign Affairs and Trade Partnerships, Stakeholder Engagement and Representation.



2. Contributing to the planning, budgeting, implementation, monitoring and reporting on achievement of key goals in the [ACFID Strategic Plan 2020-2025](#) and [Advocacy Agenda](#)
3. Contributing to 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 Expanded 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. Convening ACFID's representation on selected strategic partnerships.
7. Supporting ACFID's thought leadership about the future of the sector, as relevant to a policy and advocacy context.

Main Purpose of Position

The Policy and Partnerships Lead is responsible for developing ACFID's positions on international development policy in line with ACFID's Advocacy Agenda and Strategic Plan. As a senior member of the team, the role is responsible for managing a number of staff, several external partnerships, and sits on ACFID's Expanded Management Team.

This role is expected to lead, in close coordination with the Chief of Policy, ACFID's development of policy content and engagement with stakeholders and decision makers. The position works within the 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 Lead is to manage ACFID's Grant Agreement and formal Partnership with the Department of Foreign Affairs and Trade. This includes managing the grant workplan, delivering all required reporting and M&E, coordinating partnership dialogues, and ensuring ACFID's compliance with all DFAT requirements. The role-holder is also responsible for building ACFID's relationships with other key partners and stakeholders in Government and the wider CSO sector, in Australia and our region.

Key Areas of Responsibility

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

Policy

1. Lead on the development and consultation of ACFID's policy positions across the international development portfolio, to inform the development of ACFID's policy products, such as coordinating policy briefs and pre-budget submissions.
2. Manage and coordinate ACFID's policy and engagement activities, in close coordination with the Policy and Government Relations Lead, to promote and maximise the impact of ACFID's policy positions with stakeholders and decision makers.
3. Engage ACFID Members and strategic partners on policy and practice issues, including through leading and supporting ACFID Committees, Communities of Practice and ad-hoc working groups.

Grant Management

4. Lead the management of ACFID's grant agreement with DFAT, including managing and monitoring the workplan, coordinating partnership meetings, liaising with grant managers and coordinating grant-related activity across ACFID.
5. Manage and coordinate inputs the MEL Framework for ACFID's DFAT grant, including writing of progress and annual reports, updating trackers and the annual Perceptions Survey. Support budget reporting and management which is led by ACFID's Business Director.
6. Build and maintain a network of government stakeholders to maintain the strong relationships around the ACFID Grant.



Partnerships, Stakeholder Engagement and Representation

7. Build and maintain ACFID's partnerships with a wide array of policy colleagues, organisations and institutions. This may include regional and global networks and peak bodies (such as ICVA, PIANGO and CID) as well as key stakeholders in Australia (universities, other industry bodies, and government).
8. 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.

Other duties as directed including acting as Chief of Policy and Advocacy 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

Policy

1. Demonstrated experience working in government or international development policy, and an ability to assess and analyse current trends to effectively position ACFID. Knowledge of development cooperation, the sustainable development goals, or inclusive development policy and practice is expected.
2. Ability to produce persuasive briefs, policy documents, submissions, and other written products in consultation with stakeholders.

Grant Management

3. Strong experience in effective grant management (to a government donor) including overseeing deliverables and quality assurance; reporting; managing risk; and planning and executing MEL activities.
4. Familiarity with DFAT grant requirements for an ODA-eligible international development program and/or managing overseas programs will be highly regarded.

Partnerships, Stakeholder Engagement and Management



5. Ability to manage partnerships with external stakeholders, including with counterparts in ACFID's member organisations.
6. Strong verbal communication skills, including persuasive negotiation skills, and an ability to translate a written brief into a meeting environment.
7. Experience in managing staff.

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.

