Position Description

Position Title:	Standards and Code Lead
Team:	Effectiveness and Engagement Team
Location:	Canberra Secretariat
Employment Status:	12-month contract until March 2025.
Reports to:	Director Effectiveness and Engagement
Position Classification:	Senior Officer 1 – Senior Officer 4 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 126 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 $1.89 billion (2021-22), $773 million of which is raised from over 1,149,000 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 Standards and Code Lead:

- Coordinates all aspects of the design, implementation and review of the ACFID Code of Conduct;
- Contributes to ACFID's work on standard setting in the development and humanitarian sector more generally;
- Leads a small Code secretariat which forms part of the Effectiveness and Engagement Team

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- Reports to the Direct Effectiveness and Engagement and to the ACFID Code of Conduct Committee which governs the Code.

Main Purpose of Position

The purpose of the position is to coordinate the design, delivery and review of the Code in a manner that enhances the accountability, transparency and effectiveness of ACFID members.

Key Areas of Responsibility

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

ACFID Code of Conduct

- Coordinate the design, implementation and periodic review of the Code's quality assurance mechanisms, ensuring the standards reflect regulatory norms, stakeholder expectations and emerging good practice in the sector.
- In collaboration with other ACFID staff, ensure that potential and existing ACFID member organisations receive training, and support that improves their compliance with the Code, enhances their transparency and accountability and contributes to improved effectiveness.
- Coordinate the annual Code reporting process for ACFID members and maintain the associated systems and processes.
- With the support of Code Advisors, analyse, report on and capture lessons from the Code's quality assurance mechanisms and use these to inform changes in Code policies and procedures, the Good Practice Toolkit and the design and delivery of ACFID's learning and innovation program.
- Facilitate the operations of the Code of Conduct Committee (CCC), including preparing for and following through on quarterly meetings, supporting the CCC's role in compliance monitoring and reporting, assessing applications for code signatory status and complaints handling.

Engagement and Representation

- Promote the Code to key external stakeholders, including ACFID members, aid and development organisations, donors, DFAT, the ACNC and other regulatory agencies.
- In collaboration with other ACFID staff, influence donor and regulatory standards and assurance processes which apply to aid and development agencies and contribute to broader debates on quality and effectiveness in the aid and development sector.
- Develop and maintain relationships with external stakeholders and represent ACFID at relevant forums and meetings, including ACFID Communities of Practice.

Leadership

- Provide leadership and support to direct reports and ensure effective collaboration with other parts of the ACFID.
- As a member of the Effectiveness and Engagement Team, contribute to the planning, monitoring and evaluation processes as set out in ACFID's Performance and Learning Framework, including quarterly meetings, budgeting and managing projects and activities, and participating in internal annual reporting processes, and reporting to DFAT.

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

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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 the international development and humanitarian sector.
2. Demonstrated skills and experience in setting and maintaining good practice standards.
3. Demonstrated skills and experience in developing practical, user-oriented guidelines, systems and tools.
4. Demonstrated ability to lead and support teams and facilitate cross-team collaboration.
5. Demonstrated skills and experience in building stakeholder participation and collaboration.
6. Demonstrated ability to plan and manage complex projects in a systematic manner and deliver results within agreed time and resource parameters.
7. High level computer competency (Microsoft Office Suite) and CRM/Database skills
8. Knowledge of the ACFID Code of Conduct and the regulatory environment for the not-for-profit sector is desirable.
9. Experience managing governance processes and engagement with Committees is desirable.
10. Experience working in an ACFID member organisation or other membership organisations is desirable.

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.

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