POSITION DESCRIPTION – TEAM MEMBER

Position Title	Roving Focal Point for Shelter Coordination (Asia Pacific)	Department	International Programs
Location	Home based	Direct/Indirect Reports	Nil
Reports to	Shelter Technical Lead, IP	Date Revised	January 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	**Job Evaluation No:**	HRC0011717

■ Position Summary

Background

Through a Memorandum of Understanding with the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA), the International Federation of Red Cross and Red Crescent Societies (IFRC) has made a commitment to coordinate enhanced preparedness in shelter at the global level and the provision of shelter coordination services at country level for natural disasters. This responsibility is overseen by the IFRC Shelter and Settlements unit in the Geneva Secretariat.

The delivery of effective shelter response to disasters and crises requires timely, predictable, and widely accessible shelter coordination services at field level. Within Asia Pacific in the last decade, there have been many examples of successful coordination of shelter response and capacity and knowledge within the region have been strengthened. Nevertheless, there are still gaps to be addressed in preparedness and operational capacity to ensure shelter coordination remains consistent and continuous.

The most notable gap and area for improvement across the region is in relation to shelter coordination at country-level, particularly related to preparedness and sustaining longer-term engagement, rather than in acute response situations. There is an identified need to strengthen the links between global capacity and local coordination and enhance predictable, timely and consistent shelter cluster coordination at country level.

Australian Red Cross and IFRC have entered into a five-year partnership to strategically advance shelter coordination in Asia Pacific. This partnership contributes to pillars 1, 2 and 4 of the Global Shelter Cluster (GSC) Strategy[1] (coordination, advocacy and capacity) and will enable Australian Red Cross and IFRC to jointly plan, prioritise, implement and share responsibility for the delivery of more effective, predictable and accountable regional shelter coordination. An important step in this partnership will be an increase in coordination capacity through the recruitment of a Roving Focal Point for Shelter Coordination (from here onwards Roving Focal Point) in Asia Pacific.

Job Purpose

The Roving Focal Point will provide additional capacity in the Asia Pacific region to undertake ongoing and new shelter coordination work in line with the GSC Strategy, the Australian Red Cross-IFRC Asia Pacific Shelter Coordination shared leadership Cooperation Agreement (the Agreement), Australian Red Cross'

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[1] https://www.sheltercluster.org/strategy-2018-2022/documents/gsc-strategy-2018-2022-executive-summary

Position description
Template authorised by: Janice Murphy, National Recruitment Manager

Date: July 2016

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International Program model, and Asia Pacific national societies' own specific objectives. Furthermore, the Roving Focal Point will enhance the ability of the GSC to consistently engage with and be represented in other relevant clusters, inter-cluster initiatives and country level working groups. The Roving Focal Point will also lead and/or support initiatives to enhance the capacity of cluster members, government partners and other key stakeholders and strengthen local coordination mechanisms.

At certain times the Roving Focal Point may also provide surge capacity to support IFRC in scaling up or gap filling within Asia Pacific country level clusters.

■ Position Responsibilities

Key Responsibilities

In close coordination with the IFRC Shelter and Settlements unit in Geneva, GSC Support team, IFRC Regional Shelter Coordinator (and other shelter delegates, as appropriate) and Australian Red Cross (the "Project Team"), the Roving Focal Point will support IFRC Asia Pacific country and cluster offices, national societies, host governments and shelter coordination partners in the region and contribute to the following outcomes:

Outcome 1: Consistent and appropriate shelter coordination preparedness and response services are provided at country level in Asia Pacific, guided by the IFRC's global shelter commitments and Australian Red Cross' International Program model.

Outcome 2: Red Cross Red Crescent Movement partners and external stakeholders in Asia Pacific have greater understanding of IFRC's role and responsibilities as the global co-lead for the Shelter Cluster and draw upon them when required.

Indicative activities to achieve these outcomes are set out below. Detailed annual workplans to achieve the overall objectives of the Australian Red Cross-IFRC partnership will be jointly developed by the two parties and reviewed regularly to ensure they remain relevant and appropriate.

Outcome 1

Output 1.1: Enhanced shelter coordination preparedness capacity exists at the country level in Asia Pacific.

- Supporting the development or updating of sector-wide preparedness and contingency planning for shelter response, maintaining and extending existing arrangements in identified priority countries.
- In coordination with country-level shelter clusters, supporting the preparation and organisation of the contingency planning process.
- Supporting country-level clusters in carrying out hazard and risk analysis, scenario building and developing planning assumptions.
- Contributing to the development of shelter cluster response plans and support country-level clusters in the implementation of preparedness actions.

Output 1.2: Local shelter coordination teams have the appropriate tools to prepare for and respond to disaster and crisis events.

- Providing inputs to the continuous quality revision and updating of the Shelter Coordination Toolkit[2] and any national level coordination frameworks.
- Together with the Project Team and local teams, identifying other tools that need to be developed and/or improved to strengthen shelter coordination preparedness.

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[2] https://www.sheltercluster.org/coordination-toolkit-2018-version

- Where relevant, developing or improving the identified tools in close consultation with the local coordination teams.
- Supporting locally led shelter coordination by ensuring services and knowledge are accessible at national and sub national levels.

Output 1.3: Capacity, skills and knowledge around shelter coordination are strengthened across Asia Pacific.

- Contributing to the review, development of content and facilitation of workshops and other learning and skills development activities to strengthen shelter coordination capacity in identified priority countries.
- Contributing to the development and implementation of mentoring and peer to peer exchange strategies to strengthen shelter coordination capacity within the region.
- Investigating the priorities for shelter coordination in urban areas in the region and developing/adapting tools and approaches to strengthen urban shelter coordination capacity.
- Developing a regional network of relevant shelter cluster stakeholder personnel to facilitate shelter cluster learning.

Output 1.4: Direct support is provided for the coordination of emergency shelter response at country level, including responding to the initial immediate coordination needs following major disasters and/or supporting the scaling-up or gap filling of existing country-level clusters[3].

- When requested, be available to deploy within 72 hours to a disaster in the role of Coordinator or other shelter coordination-related roles as applicable in country.
- Providing guidance and support to the IFRC in-country representative regarding shelter cluster activation and IFRC's role.

Outcome 2

Output 2.1: The shelter cluster role is promoted within Asia Pacific national societies and national governments.

- Undertaking awareness raising activities at country level in identified priority countries.
- Contributing to regional dialogues and activities around humanitarian coordination and representing the shelter cluster in these activities (eg ASEAN).
- When requested, chairing and/or participating in selected GSC Working Groups and supporting specific Strategic Advisory Group activities as agreed at country level.
- Mainstreaming protection and inclusion agendas in shelter coordination by championing Housing Land and Property, environment and disability inclusion topics.

■ Position Selection Criteria

Technical Competencies

- 5 – 7 years of experience working in humanitarian shelter and settlements
- Experience with shelter cluster coordination and IASC contingency planning
- Track record of working successfully in collaboration with National Government Ministries
- Strong knowledge of current standards and guidelines for humanitarian emergency response, in particular Sphere and the Core Humanitarian Standard on Quality and Accountability
- Experience in developing, implementing and guiding/coordinating shelter or community infrastructure projects on behalf of humanitarian organisations in collaboration with local stakeholders
- Extensive experience facilitating group and on-the-job training in international settings with good knowledge of the adult learning cycle

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[3] Contribution to this output will be dependent on the number and magnitude of disasters that occur and funding available to support related activities

- Demonstrated capability and resilience in working in complex, changeable environments
- Direct experience with matrix management systems and ability to work in distributed teams
  Strong influencing skills and ability to negotiate with diverse stakeholders
- Excellent written/verbal communication skills including report writing

Qualifications/Licenses

- Relevant tertiary qualifications, skills
- Experience in humanitarian shelter and settlements
- A Working with Children check is a mandatory requirement for this role

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Team effectiveness | Collaborating |** Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Team effectiveness | Managing change |** Demonstrated capability to lead, support and manage change within teams. Understanding the impact on the team and taking ownership for implementation of change.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.
- **Organisational effectiveness | Innovating and improving |** Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

  Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality

- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters