

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Program Advisor	Department	International Programs
Location	Flexible – Melbourne or Sydney preferred	Direct/Indirect Reports	
Reports to	Portfolio/Response Managers (dual reporting line)	Date Revised	August 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	HRC0045235

■ Position Summary

This is a new role working across ARC's International Disaster Response and Asia Program teams. Based in the International Humanitarian Programs Team in the Australian Red Cross International Programs and Movement Relations Directorate (ARC), the role will strengthen and build ARC's capacity to bridge and link disaster responses with longer term support to Asian Red Cross national societies. The overarching aim of the role is to provide support for partnerships within the Asia region that contribute towards better humanitarian outcomes.

The Program Advisor will work across the International Response and Asia Portfolio teams and report to the respective managers. The role will work with

- the Asia Portfolio Manager to support the delivery of programs to the National Societies of ARC's Asia partners- which include Mongolian Red Cross, Timor Leste Red Cross, Myanmar Red Cross and Indonesia Red Cross,
- the Response Manager to facilitate support to Red Cross and Red Crescent partners in the Asia region during responses to disasters and crises.

■ Position Responsibilities

Key Responsibilities

- Build and maintain positive and effective working relationships with key stakeholders including National Societies, the International Federation of the Red Cross and Red Crescent and International Committee of the Red Cross focal points; the Australian Government, donor focal points; and staff, volunteers and members of ARC
- Broker new partnerships and funding opportunities to improve the diversification of resources and program partnerships
- Provide programming support to ARC partner National Societies in the Asia region, including preparing legal agreements and program framework documentation; research; and monitoring and evaluation
- Broker connections between partners and key departments within ARC (e.g. Migration Support and International Humanitarian Law) to ensure achievement of annual plans, program and responses
- Analyse opportunities, develop plans and mobilise resources for the provision of support to Red Cross Red Crescent Movement partners in response to disaster and crisis events
- Apply the principles of the Red Cross/ Red Crescent and ensure the application of response principles, standards and tools that promote dignity, access, participation, and safety across all activities

- Capture and maximise the insights and intelligence from partners and other fora to shape strategies and plans in order to achieve programmatic goals
- Oversee the monitoring of program milestones, workplans and budgets and liaise with Partners to obtain relevant data
- Draft narrative reports (including financial statements) for internal and external needs
- Provide regular, timely and relevant financial management support including budgets and expenditure forecasts
- Provide input and support to Partners in adhering to compliance requirements, including ethical standards.
- With the support of subject matter experts, guide the implementation of culturally appropriate safeguarding practices ensuring key policies on Child Protection and the Prevention of Sexual Exploitation Abuse and Harassment are understood, adopted and practiced.

■ Position Selection Criteria

Technical Competencies

ESSENTIAL

- Excellent interpersonal, negotiation and influencing skills
- Understanding of working with and through partners to achieve shared goals
- Ability to communicate and work collaboratively in a cross-cultural setting with a variety of stakeholders, particularly in the Asian region
- Excellent analytical capacity including the ability to research and interpret complex information and translate this to strategic planning and successful implementation of operations and programs
- Ability to prioritise and work flexibly and effectively across teams
- Ability to operate collaboratively in a fast-paced environment particularly in the event of natural disasters or crises
- Experience working in disaster preparedness, response or recovery
- Demonstrated capacity of working within and contributing to information management systems and monitoring, evaluation and learning frameworks

DESIRABLE

- Field experience, including with community-based groups and civil society organisations and/or international organisation in a developing country or remote context.
- Knowledge and experience of the Red Cross Red Crescent Movement
- Ability to speak and write a second language relevant to Australian Red Cross's partners in Asia (e.g. Bahasa, Tetun, Mongolian, Burmese)
- Experience in mobilising resources to support humanitarian outcomes from institutional and public

Qualifications/Licenses

- Relevant skills and/or experience in the humanitarian/development sector this includes lived experience or being affected by disasters or emergencies

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.

- **Personal effectiveness | Solving problems |** Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Personal effectiveness | Being culturally competent |** Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Organisational effectiveness | Focussing on clients |** Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.
- **Organisational effectiveness | Managing risk |** Demonstrated ability to work within guidelines, policies and procedures. Awareness of risks involved in an individual's role and works toward minimising their impact.

■ 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.