

## POSITION DESCRIPTION – **MANAGER**

Position Title	International Humanitarian Diplomacy Lead	Department	International Programs
Location	North Melbourne	Direct/Indirect Reports	0
Reports to	Head of International Influence and Advocacy	Date Revised	June 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 6	<b>Job Evaluation No:</b>	HRC0040506

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

This role is based within the International Influence and Advocacy Team in the Australian Red Cross International Directorate. It will support a renewed focus on influencing and speaking up for principled humanitarian action in key areas of ARC's International Program work. This position will focus on areas of humanitarian diplomacy targeted at key stakeholders including "closed door" conversations.

The International Program Humanitarian Diplomacy Manager will provide leadership and strategic oversight of Australian Red Cross' humanitarian diplomacy work for the International Program Directorate. Red Cross defines Humanitarian Diplomacy as persuading decision makers, opinion leaders and civil society to act in all times in the interests of the most vulnerable.

This position will lead an expanded approach to targeted areas of Humanitarian Diplomacy in the Asia Pacific region, in close collaboration with ARC staff and other Red Cross agencies in New Zealand, Pacific, Asia and Geneva. It will establish close relationships with relevant Australian Government and Humanitarian agencies in order to position ARC as a key leader on humanitarian diplomacy issues. It will do this through enhanced focus on context analysis; position papers; think pieces; public and private submissions. It will have a highly tactical approach to negotiating for humanitarian diplomacy outcomes.

## ■ Position Responsibilities

In all of its humanitarian diplomacy work, the position will work with and across the teams within the International programs department, as well as across the Australian Red Cross. It will also establish networks with the broader Red Cross movement both in the region and globally.

### Key Responsibilities

- Contribute to the setting of strategic direction for Australian Red Cross as an international thought leader on prioritised issues of humanitarian diplomacy to achieve better humanitarian outcomes.
- Identify and commission targeted research and analysis that strengthens and underpins ARC humanitarian diplomacy priorities for the International Programs team.
- Synthesise data from internal and external sources to support the development of position papers and synthesis reports that both support and position Australian Red Cross' HD priorities.
- Facilitate and support teams to ensure ARC technical and thematic work are equipped with humanitarian diplomacy skills and approaches.
- Support, strengthen and enhance the capacity of partners and stakeholders that are aligned with ARC HD priorities.
- Develop strong relationships with the Federal Government at various levels and use this influence to represent the voices of vulnerable people.
- Scan the environment to provide feedback, analysis and advice on emerging HD issues for staff and management.
- Working closely with Movement Engagement coordinator, strengthen the Movement approach to humanitarian diplomacy in the Asia Pacific region.
- Manage the program budget and formulate M&E methods to articulate the impact of ARC's Humanitarian Diplomacy work as well as provide convincing narratives on HD issues.
- Other duties as delegated.

## ■ Position Selection Criteria

### Technical Competencies

- Demonstrated capability to lead the development of research, advocacy and policy projects.
- Proven ability to consult and collaborate with multiple stakeholders.
- Demonstrated ability to influence senior decision makers.
- Experience at liaison and negotiation with government and donors.
- Highly developed organisational and time management skills.
- Excellent written and oral communication skills including the ability to communicate with diverse audiences.
- Excellent knowledge of the development and humanitarian sectors, goals, challenges and issues, and of Red Cross' work.

### Qualifications/Licenses

- Relevant tertiary qualifications in social sciences or related fields, skills and/or experience in aid and or the humanitarian sector.

## Behavioral 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.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Ability to manage cultural and individual differences effectively and appropriately to guide the work and behaviours of teams.
- **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 | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **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.

## ■ 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.