



TITLE	Director of Policy and Programs
RESPONSIBLE TO	CEO
LOCATION	Melbourne, with flexible working arrangements
EMPLOYMENT BASIS	Full-time, permanent ongoing (subject to a 6 month probationary period)
SALARY	WA Australia Salary Grade 1

Introduction

WaterAid’s vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world’s poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

WaterAid Australia, Cambodia, PNG and Timor-Leste have a clear strategic focus on WASH and systems strengthening, health, gender, and climate change.

Everything we do is shaped by our six values: Integrity, Respect, Collaboration, Courage Accountability, and Innovation.

WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

About you

To be successful in this role, you will ideally have senior management and organisational leadership experience, with an ability to inspire and motivate individuals and teams and sustain a thriving, collaborative culture. You have exceptional strategic thinking skills with an ability to identify trends impacting the WASH and not-for-profit sectors. You have worked in various international development contexts and appreciate that policy and programming outcomes require context based, adaptive and politically informed approaches. To this end, you work in a way that reinforces the decision-making and leadership of country program colleagues. You should have a desire to lead a team that has an ambitious commitment to integrating gender transformation, climate resilience, health outcomes and systems strengthening in WASH programming and policy approaches.

Position summary

The position is responsible for leading WaterAid’s Policy and Programs team and in partnership with Country Directors oversees WaterAid Cambodia, PNG, and Timor-Leste country strategies and business

plans. The Policy and Programs team has responsibility for program operations, thematic and country strategy planning, technical advice, learning and evidence, policy and influencing, and institutional business development. Leading the work of the Policy and Programs team and supporting Country Directors involves significant people management, including continuously identifying opportunities for staff and team growth and adaptation to funding and strategic choices.

As part of the WaterAid Australia SMT and Regional Leadership Team, the position is responsible for managing key policy and programming risks and opportunities, particularly relating to program quality, DFAT and ACFID accreditation, and safeguarding. Along with the Chief Executive, Country Directors, and other Policy and Programs staff, the Director leads on engaging and influencing key Australian and regional donor and development partners. Within the WaterAid Federation, the position represents WaterAid Australia on the Global Program and Advocacy Executive, and maintains key relationships across Federation members and country programs to leverage funding aligned to the WaterAid Australia strategy.

Summary Responsibilities and Duties

1. Organisational leadership

- Substantially contribute to the development, implementation, monitoring and ongoing adaptation of WaterAid's Southeast Asia and Pacific strategy and annual business plans
- Report to the WaterAid Board on key policy and programming issues, particularly those relating to outcomes and risks as well as new programming opportunities
- Coordinate and collaborate with the Directors of Finance and Corporate and Community Engagement and Country Directors on shared organisational priorities
- Represent WaterAid Australia on the Global Program and Advocacy Executive, and form influential relationships with WaterAid colleagues working across the Federation

2. Strategic leadership

- In collaboration with Country Directors, ensure that Country Program Strategies and Country Program Annual Business Plans are developed and successfully implemented
- Ensure that the organisation has an institutional business development strategy to maximise income for programming that is aligned to strategy and influencing objectives
- As part of the joint WaterAid Australia and Regional Leadership Team drive the transformation of our programming and policy systems to prioritise context based decision-making and leadership
- Oversee policy and programming compliance and risks management to ensure adherence to WaterAid global, DFAT accreditation, and ACFID standards

3. Oversee program support, quality, technical advice and monitoring, evaluation and learning

- Ensure that the Policy and Programs team develops and oversees implementation of contract, grant and financial management systems to meet internal and external accountability requirements, and champion key system improvement change projects
- Ensure there are robust design, planning, monitoring and reporting processes in place, and clear approaches to the provision of technical support
- Ensure that grant budgets are managed in compliance with WaterAid and donor requirements
- Ensure that safeguarding is prioritised across all programming systems and procedures
- Ensure that the Policy and Programs team and Country Programs embed and effectively utilise monitoring, evaluation, and learning (MEL) processes

4. Policy and influencing leadership

- Drive an integrated approach to policy and influencing in which evidence from country programs shapes advocacy positions
- Ensure the Policy and Programs team, particularly thematic experts, leverage WaterAid's global policy agendas for the greatest impact in the Southeast Asia and Pacific regions

- Maintain a high level of awareness of key WASH sector and broader development policy debates and discussions, and position WaterAid at the forefront of the Australia WASH sector
- Lead WaterAid’s policy partnering, particularly with DFAT, the WASH Reference Group, and WASH research actors
- Coordinate with the Corporate and Community Engagement team to develop products to communicate WaterAid’s impact based on our monitoring, evaluation and learning processes

5. People management, culture, and innovation

- Actively champion and model WaterAid’s commitment to empowering staff in which the growth and development of individuals is prioritised
- Actively champion and model WaterAid’s commitment to country decision making, and work in partnership with Country Directors while also providing coaching support and advice
- Ensure that the Policy and Programs team has a high performing and supportive culture that fosters gender equality, diversity, collaboration, and ideas generation
- Ensure annual performance plans, regular reviews, and professional development plans are in place for all staff in the team

Qualification, Skills & Attributes (Key Capabilities/Selection Criteria)

Essential	
Knowledge, skills and experience	<ul style="list-style-type: none"> • Significant policy and programming experience in international development, with the ability to work with partners to shape and influence the quality and direction of plans, programs, and strategies • Experience leading teams to identify and win strategic consultancies and multi-year grants • Significant experience creating and motivating high performing teams with a talent for identifying and retaining key staff • Politically astute, with well-developed judgment and excellent stakeholder engagement and influencing skills • Articulate, compelling and persuasive in both written and oral communication • Proven financial management, budget development and financial reporting skills • A good understanding of DFAT and other donor compliance requirements
Education	<ul style="list-style-type: none"> • Leadership and development policy and programming experience will be prioritised over any formal education requirements
Personal qualities	<ul style="list-style-type: none"> • Commitment to WaterAid’ values and standards of safety of children and protection from sexual exploitation and abuse in all our activities • Commitment to WaterAid’s values and a demonstrated working style that reflects these • Demonstrate an understanding of and way of working that fosters gender equality, diversity, inclusion, racial equality and non-discrimination • Commitment to context-based development, in which the leadership of country staff is prioritised along with championing diversity and inclusion in our approach • Display a genuine commitment to personal learning, development and improvement in pursuit of own objectives and those of the organisation and able to support the development of others

Physical Environment and Demands

Ergonomic work stations within an open plan office in a fun and vibrant co-shared work space along with flexible work environments.

To Apply:

Please submit an application to recruitment@wateraid.org.au by Monday, 14 August 2023.

Applications for this position must include a resume and a cover letter addressing the above Qualification, Skills and Selection Criteria. Applicants must have the right to work in Australia. For any queries not answered in this document please email tom.muller@wateraid.org.au

Due to high volumes of applications, only shortlisted candidates will be contacted. All applications will be treated confidentially and for shortlisted candidates, permission will be sought before contacting any referees.

WaterAid champions diversity, equality and inclusion and encourage applications from people who are from different backgrounds including Aboriginal and Torres Strait Islander, people of any age, race, ethnicity, religion, gender identity, disability, sexual orientation and cultural background.