POSITION DESCRIPTION

Position title: Network Officer (RDI Network)

Team: Policy and Advocacy Team (ACFID)

Location: Melbourne (central city office location)

Employment Status: Part time (1 or 2 days a week), flexible hours, six-month fixed term contract

Reports to: Network and Partnerships Manager (RDI Network)

Reports to position holder: NA

Salary: Pro rata range of $75,706.77 to $88,098.63 (depending on the skills and experience of the candidate) plus 9.5% superannuation. Under current taxation laws, up to $15,900 of the base salary may be taken as a tax-free fringe benefit.

Organisational Context

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. The Research for Development Impact Network (RDI Network) is a collaboration between ACFID and Australian universities. Operating since 2009, the Network has over 2,200 individual members and aims to:

- Champion and provide leadership in effective development research, evidence and practice.
- Strengthen cross-sector partnerships and linkages in Australia and with developing country research institutions, including stimulating and supporting partnerships between ACFID members and Australian universities.
- Improve sector capacity to undertake effective and ethical development research and education.
- Improve uptake and use of research and expertise to inform policy, practice and discourse across the Australian development sector and more broadly.

The Network is governed through a Steering Committee – the RDI Committee – consisting of representatives from ACFID member NGOs and ACFID affiliated universities, with the support of a Secretariat.

The RDI Network Secretariat is funded through a grant from the Department of Foreign Affairs and Trade (DFAT). Secretariat staff are employed by ACFID and are part of ACFID's Policy and Advocacy Team.

For more information about the RDI Network: www.rdinetwork.org.au.

Purpose of the Position

This position supports the Network Secretariat and the RDI Committee ('the Governing Committee') in fulfilling the objectives and work plan of the Network. By necessity the Secretariat must work collaboratively and effectively manage stakeholder relations across three different sectors: academia, international development NGOs, and the consultants and private sector.

The Network Officer will be responsible for providing high-level strategic and/or operational support to the Network and Partnerships Manager during a busy six-month period. This may include:

a) Building and maintaining relationships with Network members, external stakeholders and key organisations within the sector, with the purpose of identifying opportunities that support the exchange and uptake of evidence, and promotion of the network;

b) Supporting the Network to develop and implement engagement plans around products/events to maximise impact and manage the production of high-quality designed publications and material; and

c) Leading project management of key Network initiatives as directed/agreed, including the management of external consultants and steering/advisory groups.

Key Areas of Responsibility

As part of a small team, the responsibilities of the position may include, but are not limited to:

1. Coordination
   - Assist in the coordination of seminars, networking events, and workshops, including the initial set up of the biennial RDI Conference (June 2021).
   - Plan and implement strategies for the promotion and engagement of audiences in face-to-face events, creating spaces for networking and knowledge sharing.
   - Effectively manage research projects including developing Terms of Reference; managing a Steering Group, managing relationships with consultants and stakeholders; tracking performance and monitoring deliverables; and coordinating or undertaking reporting requirements.

2. Network support
   - Assist in identify emerging opportunities to influence and support development research policy and practice in DFAT, universities and ACFID member NGOs.
   - Provide administrative support to the functioning of the Network's governance group - the RDI Committee.
   - Actively contribute to the monitoring, evaluation and learning systems of the Network.
   - Manage relationships with institutional and individual subcontractors as required

Required Core Competencies

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
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, Qualifications and Experience

- Demonstrable experience in development project management, with demonstrated responsibility for decision-making in planning, monitoring and reporting (at least 4 years preferable).

- High-level verbal and written communication skills.

- Experience in project and event management, including working with consultants and stakeholders in a collaborative manner.

- Understanding of the link between research, evidence and development effectiveness issues in the aid and development sector in Australia (desirable).

- Demonstrable experience in supporting, managing, and reporting in multi-stakeholder partnerships (desirable).

- An understanding of the issues relevant to the aid and development sector and/or an understanding of the functional and operational realities of academic institutions and development NGOs (desirable).

- An ability to undertake domestic travel is also required for this position.

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.

Any offer of employment will require a National Police Check. To be eligible for this position you must have a legal right to work in Australia.

How to Apply

If you have relationship management skills, event coordination and have expertise in the field of international development, we encourage you to apply!

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To apply, **please send** your cover letter, CV and brief statement addressing the required core and functional competencies (max. 2 pages) to Dr. Philippa Smales at PSmales@acfid.asn.au with the subject line **"RDI Network - Network Officer".**

Applications will **close COB Monday 3rd February 2020** and any questions can be directed to Philippa Smales (RDI Network and Partnerships Manager), at PSmales@acfid.asn.au