

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Director, Systemic Change and Partnerships (Policy and Program)</b>
<b>Time Commitment</b>	<b>Full time (1.0 FTE), permanent</b>
<b>Classification</b>	<b>SCHADS 7</b>
<b>Location</b>	<b>Level 1, 250 Queen St, Melbourne</b>
<b>ABOUT THE ORGANISATION</b>	
<p><b>WHO ARE WE?</b> IWDA is the leading Australian development agency entirely focussed on women's rights and gender equality. We are international, feminist and independent.</p> <p><b>OUR VISION</b> Gender equality for all</p> <p><b>OUR PURPOSE</b> To advance and protect the rights of diverse women and girls</p> <p><b>VALUES</b> Feminist, Accountable, Collaborative, Transformative</p> <p><b>OUR GOALS 2016-2021</b></p> <ol style="list-style-type: none"> <li>Promote women's leadership and participation</li> <li>Strengthen women's safety and security</li> <li>Accelerate women's economic empowerment</li> <li>Advance systemic change towards gender equality</li> <li>Ensure organisational sustainability and influence</li> </ol> <p><i>International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H112/2018) and requests applications from women only. IWDA encourages women from culturally and linguistically diverse backgrounds and women with disabilities to apply. Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct.</i></p>	
<b>POSITION SUMMARY</b>	
<p>IWDA works in partnership with gender equality focused organisations in Asia and the Pacific; with international women's movement coalitions; and with government and academic institutions in Australia to address the practical and structural barriers to gender equality. IWDA's partnership work seeks to achieve transformational systemic change in order to realise our vision of gender equality for all.</p> <p>The Director, Systemic Change and Partnerships is a new role, developed to drive, strengthen and amplify IWDA's work for systemic change and realisation of women's rights and gender equality through full integration of international and national policy and advocacy initiatives, global and local research, programming, and partnerships.</p> <p>This inspirational leader will develop and drive strategy; generate innovative solutions for complex problems and ensure strong integration from evidence to practice, and practice to policy and advocacy for change; strategically position and oversee all partnerships and program delivery; inspire and lead a skilled team; and amplify IWDA and our partners' impact.</p> <p>The Director is an integral member of IWDA's leadership team and will work collaboratively with the team to ensure IWDA's sustainability, effectiveness and sector influence.</p>	

## KEY RELATIONSHIPS

Reports to:	Chief Executive Officer
Manages:	Director, Knowledge Translation and IDM, Senior Managers, Coordinator, Systemic Change and Partnerships Team
Internal:	IWDA Board, IWDA Leadership team, IWDA staff, interns and volunteers
External:	Australian and international government ministers, parliamentarians and bureaucrats including DFAT; research institutions and universities; national and international gender equality lobbyists, advocacy and development networks, national and international women's rights coalitions; ACFID; relevant non-government organisations; international partners; donors and financial supporters

## KEY RESPONSIBILITIES

### 1. Systemic Change

- Enable and drive an ambitious, whole of organisation approach to systemic change work informed by the lived experience of IWDA's partners in Asia and the Pacific
- Drive IWDA's thought leadership on transformational systemic change towards gender equality
- Inspire and lead innovative feminist research and evidence to position IWDA as a leader in feminist development, research, policy and advocacy practice
- Create and leverage external relationships with key influencers in women's rights movements to build IWDA's profile, participation and influence in women's rights movements regionally and globally
- Leverage and integrate cross departmental knowledge and expertise to ensure effective and efficient use of resources and optimal outcomes for the advancement of women's rights and gender equality
- Develop and drive integration of strong evidence to practice cycles across all IWDA's international program, research and advocacy partnerships
- Inspire and drive gender equality movement building initiatives in Asia and the Pacific to enable the systemic changes required to achieve gender equality and women's rights
- Lead strategies to support partners to hold local, national, regional and global duty bearers and legislators to account for policy, legislative and resourcing change to realise commitments to gender equality and women's rights
- Collaborate with the Director, Knowledge Translation and IDM to ensure IWDA's approach to research, policy, advocacy, partnerships and movement building leads sector best practice
- Lead strong partner engagement initiatives and cross-partner organisational collaboration
- Ensure integrated strategies are implemented across all systemic change and partnership work
- Plan and deliver an annualised work program that is effective, efficient and within budget
- Enable IWDA's monitoring, evaluation and learning (MEL) strategies to be fully integrated across the organisation

### 2. Culture, Collaboration & Influencing

- Model IWDA's values and behavioural competencies at all times
- Model and drive positive risk and safety culture
- Support and develop highly engaged team members to achieve optimum outcomes, behavioural and organisational objectives, and ensure low staff turnover
- Contribute to the strategic leadership of IWDA; contributing to setting organisational strategic direction and building organisational sustainability, influence and success
- Contribute strategically to organisational development, human resource management and policy review/development
- Support, advise and brief the CEO on relevant matters for internal and external purposes

- Collaborate with Leadership team on organisational monitoring, evaluation and learning (MEL)
- Co-create and model a visibly collaborative leadership approach that supports full integration of teams across strategy and implementation, while providing a single point of accountability
- Collaborate with the Director, Knowledge Translation and IDM to integrate IWDA's corporate knowledge across systemic change and partnerships work streams to ensure effective and efficient use of resources
- Lead and facilitate the development, implementation and review of integrated, thematic advocacy plans, ensuring consistency with IWDA's strategic plan and frameworks
- Create and leverage external relationships with key influencers in the Australian policy context and where appropriate, the global context, to strengthen support for IWDA's influencing agenda
- Develop and maintain effective external relationships with key stakeholders, including government departments, universities, research institutes, multilateral institutions, advocacy coalitions, regulators, peak bodies, business partners, key suppliers and other relevant parties
- Write, speak and represent IWDA as a thought leader in gender equality and women's rights in public events and professional fora
- Serve and promote IWDA's interests, reputation and goals
- Provide input to government and regulatory inquiries and contribute to the ongoing development of the Australian development sector
- Oversee quality control of all outputs to maintain IWDA's reputation and influence in the sector

### **3. Financial planning & budget control**

- Contribute to coalitions and alliances of feminist and women's rights organisations to promote a financing ecosystem that supports the realisation of gender equality and women's rights
- Support the CEO in the strategic formulation and application of funding parameters for annual and longer-term budgets and driving cost effectiveness
- Collaborate with Director, Business Transformation to enable and maximise local, national and international funding opportunities
- Ensure that adequate staff cost recovery and organisational overhead costs are integrated into all funding proposals and budgets to enable organisational sustainability
- Collaborate with the Leadership team on the annual departmental budget and contribute to the annual organisational budget process
- Manage all departmental costs within budget and oversee all contracted requirements, management fees, operational and communications costs
- Analyse monthly financial reports and report on variances and opportunities for realising cost savings and efficiencies
- Collaborate with the Leadership team to develop funding pipelines, oversee international business development and ensure IWDA's financial sustainability
- Ensure both income and expenditure are planned and managed in a strategic and sustainable manner
- Proactively lead the institutional fundraising agenda, ensuring strong connections between resource mobilisation and program thematic priorities, fostering the development of IWDA partnerships and coalitions

### **4. Learning & Growth**

- Demonstrate continuous learning and improvement, individually and as part of the Leadership team
- Identify own knowledge and experience gaps and proactively seek expertise in others
- Model and promote a learning and growth mindset across the organisation
- Model and promote a solutions-focused culture across the organisation

<b>SELECTION CRITERIA</b>	
<b>Technical Experience</b>	<b>Behavioural Competencies</b>
<ol style="list-style-type: none"> <li>1. Proven success leading systemic change, coalition and/or movement building work towards gender equality and women's rights</li> <li>2. Demonstrated influence and networks in women's rights movements, NGO sector, academia and/or government</li> <li>3. Proven experience overseeing research in women's rights, gender and development policy and practice utilising relevant methodologies, including feminist, quantitative and qualitative methodologies</li> <li>4. Considerable experience managing evidence-based policy and advocacy linked to women's rights, and gender and development policy and practice</li> <li>5. Expertise in gender and development partnership approaches</li> <li>6. Demonstrated inspirational leadership success, particularly in relation to leading policy and program teams</li> <li>7. Demonstrated success building diverse organisational funding streams and financial sustainability</li> <li>8. Demonstrated success managing organisational change</li> <li>9. Excellent written and verbal communication skills, including the ability to adapt writing and presentation style for a range of audiences</li> <li>10. Advanced skills in budget development, forecasting and analysis</li> <li>11. Circa 10 years' experience in collaborative senior leadership roles</li> <li>12. Relevant post-graduate qualifications in International Development, Gender Studies or related field</li> </ol>	<ul style="list-style-type: none"> <li>• Inspirational Leadership</li> <li>• Valuing Diversity</li> <li>• Empowering Others</li> <li>• Acting with Transparency</li> <li>• Building Trusting Relationships</li> <li>• Collaborating for success</li> <li>• Judgement &amp; Decision Making</li> <li>• Learning, Improving &amp; Adapting</li> <li>• Managing Work &amp; Quality</li> </ul>
<b>GENERAL CONDITIONS</b>	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Support and demonstrate IWDA's Values and Behavioural Competencies</li> <li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li> <li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li> <li>• Support a child safe organisation and undertake a police check at commencement and every 3 years</li> </ul>	
<b>TRAVEL REQUIREMENTS</b>	
<p>The Director will be required to undertake domestic and international travel to support IWDA's systemic change and partnership work, including to program partner countries. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. Travel to remote locations may be required and staff should be confident and fit to travel to these locations.</p>	