

ROLE PURPOSE: Senior Program Development Advisor



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration Package - We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary Packaging - We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Annual Leave - You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave, and we have 7 additional leave days per year! There are 5 days paid leave between the Christmas and New Year period. As well as an annual paid 'Me Day' focused on mental health and wellbeing for our global staff. Finally, celebrate your birthday with a day of paid leave.

Other Leave – You will also have access to other types of leave, such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid Parental Leave - We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers, in addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance and Development - Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning and Development - Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership Development - Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Tertiary Study Support - We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global financial study assistance program. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Paid Study Leave - We also offer up to 10 days study leave to complete professional development relevant to your role.

Recognition - Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible Work Arrangement - You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability - We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety - We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program - You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

Work from Anywhere – The Foundation has a work from anywhere philosophy, enabling you to work remotely in select countries for a defined period of time once approved.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Senior Program Development Advisor

Division: Programs

Location: QLD, NSW, VIC, NT

Date: March 2024

Employment type: Full time/part-time

Reports to: Head of Program Development

Number of direct reports: 0

Leadership Band: Leads Others

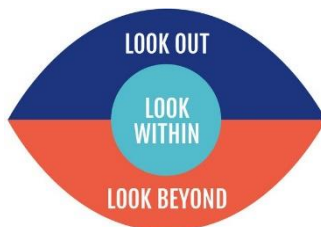
Purpose of the role:

The Senior Program Development Advisor supports the development of a balanced portfolio of innovative and best-practice projects that are aligned with The Foundation's mission and strategy, the context-specific needs in-country, and the goals of partner institutions. The Senior Program Development Advisor provides technical support to country teams to develop, plan and monitor strategies and projects, and provides leadership within the Program Development Team and across the organisation on development and health systems strengthening issues and approaches.

Key areas of accountability include:

- Provide technical support and guidance to country teams to develop high quality and strategic in-country programs, and actively build the capacity of country teams and other internal and external stakeholders in project design principles and processes.
- Working closely with country teams and the Medical, Research and M&E teams, support programmatic learning, knowledge sharing and continuous program improvement, and ensure key principles and practices of clinical quality, development effectiveness, research and innovation are embedded into program development and management.
- Work closely with Public Affairs to influence fundraising strategies and bids, and support teams across Public Affairs to secure new restricted income aligned with The Foundation's global and country strategies and the portfolio balancing framework.
- Based on program learning and research, develop relevant technical position papers and translate global evidence to inform The Foundation's programming and advocacy.
- Support the facilitation of the country strategy development process, supporting country teams to develop their strategies and associated implementation and monitoring plans, and by facilitating and coordinating broad stakeholder engagement, reviews and approvals.
- Input into the development of organisational strategies and guidelines to improve the Foundation's practice in key strategic areas, and further develop and strengthen the policies, procedures and tools of The Foundation which guide and support program development.
- Support the Heads of Program Development and Implementation in the annual budget and workplanning process.
- Remain current on the latest funding trends, policies and innovations for health that align with the organisation's current and expanding core and global business.
- Provide leadership, where appropriate, to ensure that working groups established for specific projects (which may include representatives from multiple teams, divisions, and locations) work collaboratively and effectively.
- Represent The Foundation at the global level, where appropriate, raising The Foundations profile with partners, donors and other organisations through engagement in external coordination mechanisms, reference groups, conferences and global meetings.
- Other tasks as requested by your manager.

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Minimum 7 years' experience in international public health or international development, with professional experience leading and facilitating project design.
- Experience in project cycle management and project coordination, including planning, data management, budget management and monitoring and evaluation.
- Experience working within a development setting to strengthen systems, preferably with a strong understanding of health systems.
- Experience in resource mobilisation, including supporting the development of high-quality bids for donor funding within an international development setting.
- Experience in coaching and building the capacity of others.

Skills:

- Strong collaborative skills, with the ability to support and influence multiple stakeholders and effectively engage people across the organisation.
- Outstanding interpersonal, facilitation, negotiation and presentation skills.
- Advanced written communication skills, with the ability to write effectively for varied purposes and audiences; including program designs, donor proposals, reports and publications.
- An energetic self-starter with the ability to work in a fast paced environment.
- Ability to manage own work load and work independently.
- Ability to adapt as required to work effectively within an evolving and expanding organisation.
- Ability to be flexible in the face of changing priorities and maintain a sense of humour.

Desirable Experience:

- Knowledge of broader eye health and vision impairment

Qualifications:

Degree in related field (Public Health, International Development)

Travel:

Domestic & International

The position involves:

This position is recognised as having “Contact with Children” either direct or indirect **(note: all positions are classified as having indirect or incidental contract with children)**

This position does involve “Working with Children” either direct or indirect.

This position does involve working with beneficiaries, donors and/or partners

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.