

POSITION DESCRIPTION

Position Title:	Director of Research, Policy and Advocacy
Time Commitment:	Full time (1.0 FTE), permanent
Location:	Level 1, 250 Queen St, Melbourne

ABOUT THE ORGANISATION

WHO ARE WE?

IWDA is the leading Australian agency entirely focussed on women's rights and gender equality in the Asia Pacific region. We are international, feminist and independent.

OUR VISION

Gender equality for all

OUR PURPOSE

To advance and protect the rights of diverse women and girls

VALUES

Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2016-2021

1. Promote women's leadership and participation
2. Increase women's safety and security
3. Accelerate women's economic rights
4. Support systemic change towards gender equality
5. Ensure organisation sustainability and influence

International Women's Development Agency (IWDA) has an EEO exemption (H139/2015) 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

POSITION SUMMARY

The Director of Research, Policy and Advocacy (RPA) is responsible for leading IWDA's research portfolio, policy analysis and advocacy towards gender equality and women's rights. The Director manages the provision of analysis, advice and support across the organisation in relation to research and evidence in programming, communications and advocacy. The Director leads the RPA team and supports the organisation to achieve its strategic goals. The Director oversees IWDA's contractual engagements with research partners and relationships with stakeholders and networks focused on research and policy. This role oversees organisational Monitoring, Evaluation and Learning (MEL) for IWDA. Working closely with the Communications and Fundraising (CaF) unit, the Director will extend the organisation's influence and identity through engagement and publications that raise the profile of IWDA's work and learning with national and international partners.

KEY RELATIONSHIPS

Reports to:	Chief Executive Officer
Manages:	Research, Policy & Advocacy Advisors, Research, Policy & Advocacy Coordinator
Internal:	Leadership team, IWDA staff, interns and volunteers
External:	Partners, donors and relevant non-government organisations, gender and development networks, women's rights coalitions, within Australia and overseas, research institutions and universities, Australian Government ministers, bureaucrats and parliamentarians.

KEY RESPONSIBILITIES**1. Lead IWDA research and policy engagement to advance gender equality and women's rights**

- Develop strategies for research and policy linked to the IWDA Strategic Plan
- Oversee the assessment of external approaches to participate in new research opportunities for their relevance to IWDA's strategic priorities and partnership framework
- Lead the development of research partnerships and IWDA's engagement with research funding application processes
- Oversee the development of policy briefs, learning papers and submissions including submissions to government and parliamentary inquiries
- Oversee the quality control process for research and policy related publications and submissions
- Provide advice and support to Programs staff regarding designing, commissioning, implementing and managing research activities within programming, to promote quality research processes and outcomes.
- Provide advice and support to IWDA staff regarding policy analysis and policy development
- Oversee contracting for and contract management of IWDA research and policy activities
- Advance IWDA's relationships with researchers, universities and research institutes and advocacy coalitions to enhance influence and impact

2. Drive IWDA advocacy and communications priorities to advance gender equality and women's rights

- Collaborate with CaF and Programs teams to communicate IWDA's research findings, policy priorities and other evidence and analysis that demonstrates the centrality of gender equality for sustainable development and advocate these to targeted stakeholder groups
- Provide and communicate feminist analysis of key issues and developments affecting women's rights and gender equality
- Represent IWDA in multiple fora including ACFID Communities of Practice, DFAT consultations, advisory panels, conferences, workshops or media events as requested

- Invest in strategic links and dialogue with key stakeholders, alliances, networks and working groups and current and potential research partners, in relation to key gender issues identified in IWDA's Strategic Plan

3. Oversee IWDA Monitoring, Evaluation and Learning (MEL) processes

- Collaborate with the Director of Programs to ensure program and organisational MEL activities are cohesive and align with strategic goals
- Support the Research, Policy & Advocacy Advisors to develop and implement organisation wide MEL processes
- Contribute to the development of internal capacity in MEL standards and approaches
- Oversee and support the process of identifying selected development learning for publications, documentation and analysis, to contribute to strategic program development and sector learning
- Oversee and support the translation of findings and insights from research and policy work into practical tools and guidance to inform future IWDA practice and partnerships
- Lead ongoing development of IWDA's capacity to support, undertake and apply work that is evidence-based

4. Direct IWDA research, policy and advocacy financial planning and budget control

- Develop the annual research, policy and advocacy budget and contribute to the annual organisational budget process
- Manage all research, policy and advocacy costs within budget and oversee all contracted requirements
- Ensure that research programs and projects are appropriately funded in terms of cost recovery, management fees, operational and communications costs
- Analyse monthly financial reports and report on variances

5. Contribute to IWDA Leadership

- Maintain and enhance links and dialogue with government, donors and key agencies
- Contribute to strategic planning, organisational development, human resource management and policy review/development
- Provide input and solutions to IWDA risk management and assessment
- Produce analytical and strategic papers as requested to inform future planning or strategic positioning of IWDA
- Represent IWDA in public events and professional fora
- Support, advise and brief the CEO on research and policy matters for internal and external purposes
- Manage and supervise the RPA Advisors and Coordinator, supporting individual development through induction, work plans, performance appraisal and feedback cycles, professional development, training and career planning
- Supervise RPA unit volunteers and interns.

SELECTION CRITERIA	
Technical Experience	Behavioural Competencies
<p>Essential</p> <ol style="list-style-type: none"> 1. Relevant post-graduate qualifications in International Development, Gender Studies or related field 2. Circa 15 years' experience in senior management positions 3. Demonstrated experience leading and advising on the development and analysis of policy 4. Experience leading advocacy work with well-developed networks in women's rights movements, NGO sector, academia and/or government 5. Proven experience overseeing research in women's rights, gender and development policy and practice utilising relevant methodologies, including feminist, statistical, quantitative and qualitative methodologies 6. Excellent written and verbal communication skills, including the ability to adapt writing and presentation style for a range of audiences 7. Advanced skills in budget development, forecasting and analysis <p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge of research funders relevant to IWDA and their funding and reporting requirements 	<ul style="list-style-type: none"> • Valuing Diversity • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making
GENERAL CONDITIONS	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices • Support a child safe organisation and undertake a police check prior to commencement and every 3 years thereafter. 	
TRAVEL REQUIREMENTS	
<p>The Director will be required to undertake domestic and international travel to support IWDA's research and policy engagements, including in 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>	