

# Head of Humanitarian

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

<b>Position Number</b>	447
<b>Classification</b>	Category 2Enhanced
<b>Section/Unit</b>	Programs
<b>Reports to</b>	Director – Programns Section and such other persons as directed
<b>Hours of Work</b>	35 hours per week
<b>Suitable for Job Share</b>	NO
<b>On Call Duties</b>	YES

## Scope of Position

Oxfam Australia (OAU) is one of the most influential international social justice organisations in Australia and part of one of the most effective international confederations of aid and humanitarian agencies.

In more than 75 countries, we are working towards a better, more equal world for all of us - where women and men can use their own ideas, voices and actions to build a future free from the injustice of poverty. Oxfam delivers long term development programming, humanitarian responses and practises high level advocacy and campaigning.

Oxfam Australia is an innovative rights-based agency that leads development debates and practice, works to influence government policy in Australia and around the globe to improve the lives of poor people, and has a strong focus on human rights.

To provide leadership and strategic vision for Oxfam Australia's contribution to Oxfam's humanitarian work globally in the context of our one program approach, including representing Oxfam Australia at the highest levels within the Australian humanitarian sector and market, influencing and shaping external humanitarian policies and acting as the key Oxfam Australia humanitarian contact point for the Global Humanitarian Team. This role will be a senior and critical part of Oxfam Australia's overall humanitarian capacity and will be a critical decision maker to ensure Oxfam Australia continues to be a partner of choice in the humanitarian and resilience sector in Australia.

## Key Responsibilities

- Provide leadership and strategic vision for Oxfam Australia's contribution to Oxfam's humanitarian work globally in the context of Oxfam's operating model and our one program approach.
- Represent Oxfam Australia at the highest levels within the Australian market, with the Australian Government, humanitarian networks and academic institutions, public and other institutions external to Oxfam.
- Take a lead role in understanding, influencing and shaping external humanitarian policies in a way that contributes to the development of the national humanitarian sector, and enhances Oxfam Australia's reputation as a member of a prominent global humanitarian confederation.
- Act as the key humanitarian contact point within Oxfam Australia for colleagues in the Global Humanitarian Team, country programs and other parts of Oxfam and ensure clear and constructive relationships.
- Act as a media spokesperson on behalf of Oxfam Australia during emergency responses and as agreed with OAU Public Engagement and the GHT Director or in country representatives.
- Ensure Oxfam humanitarian programs have access to the full range of Oxfam Australia's capability, e.g. in advocacy, campaigning and long-term development knowledge.
- Has oversight of Oxfam Australia's humanitarian project budgets and appeal funds (particularly International Crisis Fund) and act as focal point for administration and support of emergency appeal fund management
- Provide a clear direction for Oxfam Australia on how the organisation contributes to and supports humanitarian issues and work to strengthen humanitarian impact as a member of Oxfam International.
- Work where necessary with key stakeholders such as the Programs and Public Engagement teams, Oxfam Global Humanitarian Team, Regional Directors, and Regional Humanitarian staff to identify, prepare for and deliver timely, proportionate, effective humanitarian responses. This may include deployment to responses as requested or agreed with the Global Humanitarian Team.
- Lead on specific pieces of humanitarian thinking and development as agreed with the Oxfam Global Humanitarian Team.
- To contribute fully to strategic direction of Oxfam Australia as a key member of the Program Leadership Team.
- Other related duties as delegated

## Living our Values

- Accountability – You are able to set clear goals and monitor personal progress against them.
- Empowerment – You are capable of having open, honest and respectful dialogue with others, respecting and including partnerships and communities' perspectives into our working activities.
- Equality – You work to high ethical standards and treat all people with respect.
- Inclusiveness – You embrace diversity and able to enrich work activities with diverse perspectives.

- Sustainability – You are committed to achieving sustainable results in all aspects of their work.

## **Budget**

- Responsibility for formulation and monitoring of the humanitarian team's operational budget. Provide input into other sectional budgets as required.
- Contribute to the development of income targets and monitor expenditure against budget for the event/project

## **Human Resources**

- Line manage direct reports including recruitment and selection, performance management and staff development
- Ensure all staff under management demonstrate good human resource practice and comply with agency policies and procedures
- Implement and monitor equity, diversity, child safe and safeguarding policies and procedures within areas of delegation
- Managers are responsible for complying with safe work practices, procedures and instructions in accordance with legislation and Oxfam Australia WHS policies and procedures for self and for staff under management

## **Technical Knowledge & Experience**

- Significant proven track record in the humanitarian sector derived of leadership of complex emergency responses
- Demonstrated experience working with the media.
- Proven track record of advocacy and influencing.
- Demonstrated record of strategic thinking resulting in practical actions that have impact.
- Experience and knowledge of international humanitarian policy and practice issues and the humanitarian architecture sufficient to command the respect of others in the sector and to influence and shape policy decision-making at national level.

## **Personal Skills & Attributes**

Essential Skills - skills of a high order are required in the following areas:

- High-level strategic leadership skills.
- Ability to use analytical thinking and understanding to provide strategic vision and inspiration to others.
- Excellent interpersonal, diplomacy, representational and communication skills.
- Passion, energy and drive in relation to humanitarian and development issues and the ability to communicate this to motivate others, both internally and externally.
- Demonstrable commitment to gender and diversity in all activities and ways of working.

- Fluency in English essential. Competency in one or more other languages is beneficial but not required, e.g. French, Spanish, Arabic.

#### Personal Attributes

- Ability to work flexible hours inclusive of weekends
- As this position is likely to have contact with children and/or has financial delegation authority, a police record check is required
- Understanding of and commitment to adhere to equity, diversity, child safe and staff health and wellbeing principles
- Commitment to Oxfam's purpose, culture and ways of working
- Customer and goal focus
- High degree of emotional intelligence and humility
- Growth mindset and desire to cross skill
- Flexibility in work undertaken in order to assist colleagues and the organisation
- Sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

#### Travel

- Regular international and interstate travel of approximately 12 weeks per year is a requirement of the position. It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.

#### **COVID-19 Vaccinations (Use this if recruiting for an identified role)**

In order to protect the health, safety and wellbeing of our people, supporters, and the communities we work with, this role requires vaccination against COVID-19 as a condition of employment. Evidence should be sighted prior to commencing employment with OAU.

This role requires evidence of COVID-19 vaccination for the following reason/s as outlined in Oxfam Australia's COVID-19 Vaccination Policy:

- This role involves regular contact with the communities of First Peoples or other at-risk communities;
- This role involves international travel;
- This role involves attendance at or management of large-scale events involving supporters or members of the public;
- This role involves contact with supporters and members of the public on a regular basis.
- Oxfam Australia deems it necessary based on a health and safety risk assessment

## **Child Safeguarding**

As an agency undertaking work both nationally and internationally and in humanitarian response, OAU takes its duty of care seriously to safeguard children and youth and recognises that it must meet community expectations and the trust placed in its staff and associated personnel to maintain the highest standards of conduct with children and youth. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and Social Media User Policy.

- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).
- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18.