

Program Quality & Effectiveness Advisor

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.

Position Number	592
Classification	Category 3Enhanced
Section/Unit	Programs / Program Development and Effectiveness
Reports to	Institutional Funding Partnerships Manager
Hours of Work	35 hours per week
Suitable for Job Share	YES
On Call Duties	NO

Scope of Position

Oxfam Australia is committed to continuously improving the quality of its programming and supporting its allies in applying good practice through the design and delivery of Australian NGO Cooperation Program (ANCP) and Australian Humanitarian Partnership (AHP) projects. Furthermore Oxfam Australia seeks to constantly understand the impact it is achieving and to challenge its own (and others thinking) and to learn about how change happens. It does this with the aim of improving the effectiveness of humanitarian and development programming as a means of responding quickly and effectively and helping create lasting solutions to the injustice of poverty.

ANCP is the Australian Government's longest running and largest NGO program, supporting more than 55 Australian NGOs and over 2,000 local partners to deliver around 400 projects in 50 countries. With funding from the Department of Foreign Affairs and Trade (DFAT), ANCP NGOs and their local partners run community-based projects that have a direct and tangible impact on the individuals, institutions and communities involved. Oxfam has a long history of engagement with ANCP and is currently implementing 13 projects across Asia-Pacific across three thematic areas – gender justice, economic justice and climate justice.

Disaster Ready is a disaster preparedness and resilience program funded by DFAT and implemented by AHP partners and their local networks across the Pacific and Timor-Leste. Now in its second phase, the focus of the Disaster Ready program is to strengthen disaster

preparedness and management across one of the world's most vulnerable regions to disasters.

The Program Quality and Effectiveness (PQE) Advisor plays a pivotal role in promoting the following in Oxfam Australia's ANCP and AHP programming:

- Ensuring Oxfam Australia's ANCP projects and AHP Disaster Ready programs meet and consider internal and external program quality standards in program design and delivery
- Ensuring Oxfam Australia's ANCP and AHP Disaster Ready programs are supported by rigorous monitoring and evaluation frameworks which staff have the relevant capabilities and resources to apply
- Ensuring Oxfam Australia's ANCP and AHP Disaster Ready programs are supported by strategic learning inquiries that contribute to understanding how change happens and the best ways to achieve it
- Ensuring Oxfam Australia builds a culture of inquisitiveness and reflection that advances knowledge of how Oxfam and others contribute to creating lasting solutions to the injustice of poverty

Key Responsibilities

The PQE Advisor role will spend 80% of their time on ANCP activity and 20% supporting AHP Disaster Ready. During this parental leave cover, the PQE Advisor role will have a distinct focus on the following responsibilities:

Program quality

- Support Oxfam Australia's overall commitment to program quality, ensuring alignment of programs with relevant Oxfam policies and Oxfam global strategies and standards
- Influence and ensure relevant policies, standards and requirements for monitoring, evaluation, accountability and learning (MEAL) are integrated and documented into two new project designs entering the ANCP portfolio in 2022.
- Lead on the finalisation and roll out of a new Performance Framework for ANCP
- Maintain oversight over the ANCP portfolio to ensure that each project has a MEAL framework, including providing advice as required to a third-party consultant delivering on MEAL requirements in the Pacific
- Provide specialised MEAL and impact evaluation support and advice to country and program teams for AHP Disaster Ready, ensuring MEAL systems adhere to safe programming principles
- Coordinate disability inclusion support with relevant partners across ANCP and AHP, making linkages where possible

Program effectiveness

- Lead on the dissemination of findings from an ANCP meta analysis of the impact ANCP has achieved over the past 10 years. Find creative ways to share the data, for

example through create case studies or other knowledge products suitable for sharing internally and/or externally

- Lead on portfolio-level and header-level performance reporting as part of our annual performance reporting cycle to DFAT, conducting other business-as-usual ANCP and AHP tasks as required
- Facilitate opportunities for peer-to-peer learning through co-leadership of the ANCP Peer Network, which meets periodically to share ANCP learnings
- Support the development of an evidence and learning agenda for OAU
- Promote a culture of inquisitiveness and reflection with OAU colleagues, ANCP and AHP project teams that encourages continuous improvement

Human Resources

The role has no responsibility for the supervision of paid staff but is expected to contribute to program quality and program effectiveness goals through:

- Lead and/ or contribute to multi-disciplinary teams to support program quality and effectiveness goals
- Manage external consultants and specialists contracted to support program quality, effectiveness and MEAL goals, if required
- Contribute to realising Oxfam's global and regional strategic direction and engage in working groups to support program quality and effectiveness goals
- Support all efforts toward accountability to Oxfam people we work with and to international standards guiding international relief and development work, while

actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of projects

Budget

- Contribute to the development and management of program quality and effectiveness initiatives funded through the ANCP header

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.

Technical Knowledge & Experience

- Demonstrated high-level understanding of and experience in applying a range of MEL methodologies, including both qualitative and quantitative methods, preferably in an international development context
- Demonstrated knowledge and experience sharing knowledge and presenting complex data to a range of different internal and external audiences and engaging with stakeholders to influence policy and practice
- Demonstrated understanding of a broad range of development, humanitarian and poverty issues including strong knowledge of gender and diversity issues
- Demonstrated knowledge and experience fostering and maintaining strategic and operational relationships with a wide range of internal and external stakeholders
- Ability to work effectively across a large, complex and diverse organisation in order to deliver tangible results.
- Demonstrated ability to support processes of organisational learning and knowledge exchange, and effectively build MEAL capacity in a range of contexts.

Personal Skills & Attributes

- 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

International or interstate travel may be required. 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.

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 recognises that it must meet community expectations and the trust placed in its personnel to maintain the highest standards of conduct with children. Therefore, all positions within OAU are required to understand and comply with the Child Safeguarding Policy, Code of Conduct, toolkit and and Social Media User Policy.

- This role requires work in communities or schools (overseas and domestic) on a regular basis.
- This role requires Oxfam representation when occasionally visiting the field (overseas and domestic).
- This role requires access to information relating to children.
- This role involves making decisions which may affect children, including volunteers and other supporters under the age of 18.