

# Senior Portfolio Operations Advisor / Operations Advisor – Green Climate Fund Position Description

<b>Reporting to:</b>	Head of Operations, Climate Change Division	<b>Work location:</b>	Flexible (Remote or Hybrid), preferably Asia / Australia
<b>Department:</b>	International Programs (IP)	<b>Budget holder:</b>	No
<b>Team:</b>	Climate Change Division	<b>Direct reports:</b>	Nil

## Here you'll make a difference

*At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.*

In this position, you will provide high quality support to the Climate Change Division's (CCD) GCF portfolio. This role is responsible for ensuring quality assurance in operational inputs for project design, leading quarterly portfolio progress reviews, and serving as a key contributor to ongoing portfolio risk management. Through strategic knowledge management, it facilitates robust data analysis and the establishment of an operational community of practice to strengthen implementation and risk mitigation. Additionally, the role ensures alignment with SCI policies and tools, fostering cohesive operational support and compliance across the portfolio.

## Here your skills will be valued

### Role requirements

#### Operations backstopping and quality assurance

- Ops backstopping and support to Members and Country Offices (CO) throughout the project cycle
- Provide inputs to and review CO selection and operational aspects of project designs, ensuring operational feasibility, appropriate resourcing, and assisting COs to structure and plan effectively for implementation within GCF design constraints.
- Review operational and implementation components of donor reports
- Support the Head of Operations in developing operational guidance, tools and process maps to assist COs and Members throughout the project cycle

#### Project and portfolio progress, performance monitoring, and risk management

- Support the Account Group (AG) to embed progress reviews and monitoring processes, including PRIME set-up and quarterly portfolio reviews
- Compile and analyse monthly and quarterly data to inform oversight, identify challenges and drive action
- Compile and analyse quarterly project and portfolio dashboards, and lead quarterly AG portfolio review meetings
- Follow-up with Members and COs (where applicable) on problem-solving. If required, and when requested by both Member and CO, travel to COs to assist them with operational constraints related to implementation, organisational ways of working and government partnerships.
- Ensure appropriate and timely escalation of CO/project challenges to the Head of Operations
- Support the Head of Operations to manage and maintain a portfolio risk log based on project-level and other portfolio risks

#### Context analysis and knowledge management

- Contribute to portfolio risk management and mitigation through project and portfolio level analysis of CO and project risks

- Manage ongoing CO capacity and context analysis, ensuring access to necessary data and information, liaising with COs for qualitative inputs
- Support the Operations Coordinator by contributing to knowledge management, maintaining a register of core docs and operational best-practice and learning.
- Support with evidence and learning generation to inform initiatives on localisation, government partnerships and cost of business.

#### **Account Member and CO relationships**

- Main CCD/AE operational contact point for CO staff and Member Lead program managers  
Establish and maintain CO-focused GCF Account Operations Community of Practice (e.g., Ops; Risk and Compliance, etc.), facilitate peer-to-peer support and share learning and best-practice across Members and COs. Explore options for different means to support COs with learning.
- Identify common operational challenges across the portfolio and lead on learning and shared solutions
- Support the representation of CO voices in the relevant Account group (AG) discussions. If applicable, coordinate and facilitate CO representation in the AG and project level presentations.

#### **Coordination and collaboration**

- Keep up to date with SCI project management and business development policies, processes and tools and ensure CCD processes align with these.
- Coordinate with SCI PMM/PRIME and Global Programme teams on project delivery and risk.
- Actively engage in CCD process development, continuous improvement and strategy initiatives
- Where required, provide operations support and guidance to wider CCD program delivery (i.e. GPE Climate Smart Education Initiative)
- Build and maintain networks and positive relationship across Save the Children Australia
- Feed into SCI initiatives to ensure effective ongoing alignment with GCF Account requirements

#### **Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

#### **All roles at Save the Children contribute to our impact for children.**

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

#### **Here you'll belong**

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

**Essential knowledge or experience**

- Extensive program management experience in international programs (at least 10 years), including a demonstrated ability to set up operational management systems
- Experience of managing the operation oversight of multi-million-dollar portfolios.
- Strong analytical skills and the ability to synthesise and process information from multiple sources
- Knowledge of international development systems, institutions and donors, and of procedures, accountability frameworks and best practices
- Demonstrated ability to thrive in a matrix management environment and with remote teams engaging online only. Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Knowledge, experience and comfort in working with Agile processes exclusively online.
- Culturally sensitive, with highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Ability to problem-solve, multi-task, determine priorities, take the initiative, and work independently.
- Advanced IT proficiency, e.g., MS Suite, CRMs, Power BI, Tableau etc.
- Strong verbal and written communication skills, including engaging presentation skills and the ability to synthesise complex information.
- Demonstrated strategic planning skills, and strong time management, administrative and organizational skills

**Desirable knowledge or experience**

- Experience in GCF programming and requirements.
- Extensive experience of working in country offices where international development programs are delivered
- Demonstrated MEAL experience in working with diverse colleagues, partners, and stakeholders.
- Experience in representation and successfully developing relationships with national governments, international bodies, and donors
- Proven ability to work in remote teams, across cultures and independently
- A willingness to travel as and when required
- Willingness to work in challenging and sometimes insecure physical environments and capacity to work effectively in those environments.
- Experience of child centred approaches to climate change
- Knowledge of the UN Convention on the rights of the child and the UN Framework Convention on Climate Change
- Working knowledge of French, Spanish and/or Portuguese would be an advantage

**Required qualifications and/or accreditations**

- Degree or certifications in a relevant subject

**Additional Information**

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Not required    **Travel:** Some required

**Working with Children Check:** Required    **Assets:** Laptop