

Emergency Preparedness and Response Advisor Position Description

Reporting to:	Head of Humanitarian & Global Programs	Work location:	Any location, Australia
Department:	International Programs	Budget holder:	No
Team:	Humanitarian	Direct reports:	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.

The Emergency Preparedness and Response Advisor will be the focal point for emergency preparedness and response in Australia and the Pacific region and will provide support as required across Save the Children Australia's global humanitarian portfolio. The role will mobilise resources, ensure we deliver high-quality emergency interventions on time and on budget, and build our profile in emergency response in Australia and the Pacific Region – including positioning our organisation as a sector leader.

This role will work closely with the Head of Humanitarian and Global Programs, Pacific regional team, country directors and humanitarian focal points in the Pacific as well as colleagues within 54 Reasons domestically to shape strategic priorities, develop and support the development of quality emergency preparedness plans and responses.. The role will advise on key risks and the mitigation of those risks, program quality and impact indicators, donor compliance obligations, and financial performance to deliver the best emergency preparedness and response outcomes and maximise our impact for children.

The Emergency Preparedness and Response Advisor will support our teams in the Pacific to develop Emergency Preparedness Plans, support capacity development and design, budget, and monitor response programs. The role will work closely with the Pacific teams to identify and mitigate risk and ensure quality data collection for reporting. The role will also focus on supporting emergency preparedness and response interventions as well as other projects including Anticipatory Action and Disaster Ready, focusing on disaster risk reduction. Domestically, the Advisor will also cultivate relationships with 54 Reasons staff to solidify Save the Children Australia's role domestically and position the organisation to leverage its technical strengths in emergency response in Australia.

Across the global portfolio, the Advisor will work with the Head of Humanitarian and Global Programs and engage on donor liaison, proposal development, and the provision of technical advice to support quality program development and implementation of humanitarian programs.

Here your skills will be valued

Role requirements

Project Management

- Identify opportunities for business development and work with the Head of Humanitarian and Global Programs as well as Pacific colleagues to design concept notes, project designs, proposals, and budgets, ensuring that compliance and quality issues are adequately addressed
- Provide technical advice to ensure that quality standards are developed and maintained, and that projects funded by institutional and private donors to ensure projects are brought in on time and on budget
- Liaise closely with Pacific teams and ensure that budget forecasts are aligned with program plans and that project expenditure aligns with these budget forecasts

- Conduct monitoring trips to project locations to monitor project quality, project activities, and project expenditure
- Ensure all projects are aligned with Save the Children Australia policies such as Child Safeguarding
- Facilitate close working relationships across Save the Children Australia to develop advocacy and policy positions that are aligned with program outcomes

Preparedness and Response

- Support the Head of Humanitarian and Global Programs, Country Directors, and State Managers to manage red alert emergency responses in Australia and the Pacific Region and deploy to emergencies when required
- Support 54 Reasons to refine its role within the Australian domestic response landscape, with a focus on leveraging organisational technical strengths
- Provide additional support to Head of Humanitarian and Global Programs on risk identification and management particularly for emergency response programs where risks are high and/or the program is high profile
- Provide support to emergency responses through monitoring and evaluation trips, liaising closely with other members of the team
- Provide support to teams domestically and in the Pacific as and when appropriate – for example, deployments and backstopping
- Support teams in the Pacific Region to increase preparedness and response capacity including the development of training programs, EPPs and simulations
- Work with the Humanitarian Team to ensure highly skilled and qualified staff can deliver high-quality, rapid services for children in emergencies

Thought Leadership

- Liaise with relevant government departments to raise our profile and engage in dialogue related to funding and policy decision making
- Work closely with the policy and advocacy colleagues to develop and deliver key messages
- Represent the Humanitarian Team to donors, corporates, trusts and foundations as requested
- Drive 'thought leadership' and engagement with think tanks, universities, and research institutions
- Support other departments to develop marketing, fundraising, policy and advocacy materials

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

Child protection and safeguarding requirements

- 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

- Significant experience in emergency response and programming management experience
- Experience developing Emergency Preparedness Plans and Humanitarian Standard Operating Procedures
- Experience in identification and management of organisational and operational risks
- Ability to analyse strategic trends and develop appropriate plans and responses
- Proven experience in developing humanitarian funding proposals and attracting funding
- Ability to work under pressure and to tight deadlines
- Strong interpersonal skills and a commitment to working in a team environment
- Highly developed networking, relationship building, influencing, and negotiating skills

Desirable knowledge or experience

- Field management experience in an emergency context
- Experience in operational or programmatic functions (e.g. logistics, operations, technical areas)
- A strong understanding of current and emerging policy issues in emergency response work

Required qualifications and/or accreditations

- Master's degree in Emergency Management or related field

Additional Information

- 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:** Up to 3 months

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