

# Program Development and Quality Director Position Description

<b>Reporting to:</b>	Country Director, Solomon Islands	<b>Work location:</b>	Honiara, Solomon Islands
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	Pacific – Solomon Islands	<b>Direct reports:</b>	Yes

## 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 Solomon Islands Program Development and Quality (PDQ) Director is a member of the Senior Management Team (SMT) and is responsible for defining and pursuing the strategic direction for Save the Children's programs in the Solomon Islands. Ensuring the relevance, strategic coherence and impact of all programs for children; this role will have specific oversight for strategy and program development whilst ensuring that all programs demonstrate thematic excellence in contributing to SCA's three priority breakthroughs for children: no child dies from preventable causes before their fifth birthday; all children learn from a quality basic education; and violence against children is no longer tolerated.

The PDQ Director works with thematic advisors and program managers to develop evidence-based strategies, programs and projects; to strengthen program integration. This role takes a lead in establishing systems for program monitoring, quality improvement, accountability, evaluation and learning (MEAL), and in ensuring that learnings and results are captured, shared and used to inform programs. They work closely with the Director of Program Operations to strengthen program integration and ensure our work is delivering measurable impact that is communicated to our stakeholders and partners.

The PDQ Director mentors, coaches and capacitates the Solomon Islands PDQ team to ensure high quality program delivery and team development. They work closely with the PDQ team and thematic leaders from across Save the Children to facilitate strategic alignment and maximize synergies - particularly across the Pacific Region and in close consultation with Save the Children International.

## Here your skills will be valued

### Role requirements

#### Strategy, Senior Management and External Relations

- Provide leadership, strategic vision and direction to the Solomon Islands country program as a member of the Senior Leadership Team
- Lead the SMT to drive forward the Country Strategy Plan (CSP) that is in line with the global strategy, Ambition 2030, with child rights at the core of all programming and advocacy work.
- Support ownership and commitment to the CSP by all staff through clear communication and regular feedback on progress.
- Support the development of an organisational culture that reflects our values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, delivering outstanding results for children and excellent service for our partners and donors
- Support the establishment, maintenance, and improvement of an active and regular working relationships with government authorities, partner agencies including humanitarian and development donors, and local and international NGOs

#### Staff Management, Mentorship, and Development

- Ensure all technical sector staff proactively build and maintain technical skills and competencies required for leading and / or advising high quality development and humanitarian programs.
- Develop a positive team culture.
- Prioritise and invest in feedback, coaching and mentoring of staff daily
- Ensure that all staff understand, and can perform their role in an emergency

#### **Drive strategic Donor Engagement and New Business Development**

- Ensure new programs and projects are built on a strong evidence base resulting from learning, drawing on needs assessments and situational analyses that include participation of children and other stakeholders
- Lead on and drive the Country Office portfolio funding strategy by working closely with the SMT on donor engagement, establishing a funding pipeline and working collaboratively to generate new opportunities and write proposals
- Introduce innovative approaches to secure flexible funding to invest in quality, evidence and learning
- Work closely with the Director of Operations to ensure program quality standards are established throughout the project cycle and across the portfolio, including operational research to inform program improvements
- Support the establishment and management of strategic partnerships

#### **Ensure Programme Quality**

- Ensure that evidenced-based approaches, especially Save the Children's Common Approaches, are regularly implemented, evaluated and updated to ensure that we have the greatest positive impact on children.
- Ensure the provision of high-quality technical assistance and capacity building to all country office programs, projects and staff
- Monitor and respond to program quality through Program Key Performance Indicators (KPIs), Management Indicators, Financial Indicators and Common Approaches uptake, providing feedback to teams on areas of achievement and needed improvement.
- Manage all internal and external technical assistance, including surge capacity during emergencies and ensure application of the TA protocols and tools
- Ensure that the different technical sectors are coordinated, integrated and support each other to optimize programs and projects
- Ensure the integration of cross-cutting issues into design and implementation including gender, non-discrimination, climate, child participation and child safeguarding
- Ensure learnings, relevant internal and external thematic trends and best practice are delivered across programs
- With the Country Director and Director of Program Implementation, ensure engagement in relevant national and global networks

#### **Drive high-quality Monitoring, Evaluation, Accountability and Learning systems and practice**

- Foster and champion a culture of evidence building and learning across the organisation
- Develop and oversee a robust MEAL system to measure achievement and progress toward national and regional program goals and results, including reach and global outcome indicators, and to drive learning and improved program quality
- In collaboration with the Director of Program Operations, provide leadership to use data for program decision making, be responsive to the findings of monitoring, and of listening to feedback from participants to inform program development.
- Ensure the delivery of internal and external program/project evaluations, and execution of baseline, and periodic research in coordination with Director of Program Operations
- Ensure our work is accountable to children and other stakeholders through the establishment and management of effective accountability mechanisms and processes

#### **Advocacy and Communication**

- Work with the Director of Advocacy, Community and Stakeholder Engagement to support vision, strategic direction and management of advocacy ensuring that advocacy is an integral part of strategic planning and program design

#### **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
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

#### **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
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

#### **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**

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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**

- At least 5-10 years' in a senior role driving development and humanitarian programming in complex environments, including substantial experience with large scale programming and strategy development.
- Experience in developing and implementing organisational vision and strategies.
- Demonstrated professional experience designing and implementing programming within at least one of Save the Children's thematic areas (health & nutrition, education, child protection and child rights governance) or cross-thematic areas (adolescents, climate, gender and partnership).
- Experience in managing and supporting capability building, mentoring and professional development for staff.
- Demonstrated ability to lead and thrive in a matrix management environment with a proven history of delivering results.
- Demonstrated experience in program design and research and evidence generation initiatives.

- Strong experience in structured program learning approaches, including design and implementation of action research methodologies that can guide programmatic excellence and policy change in humanitarian and development contexts.
- Cultural sensitivity, with excellent interpersonal and communication skills including influencing, negotiation, training and coaching.
- Demonstrated experience in establishing strategic partnerships with key stakeholders like local NGOs, UN, donors, government and research institutions.
- Strong written and oral English skills.
- Experience in solving complex issues through analysis, defining a clear way forward and ensuring stakeholder buy in.
- Commitment to Save the Children values.
- Ability and willingness to change work practices and hours in the event of major emergencies.

**Desirable knowledge or experience**

- Experience in an NGO environment
- Professional experience in Pacific region

**Required qualifications and/or accreditations**

- Tertiary qualification/s in a relevant and related discipline in social and international development

**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:** Required    **Travel:** Regular travel to the Provinces / Islands  
**Working with Children Check:** Required    **Assets:** Laptop / mobile