

ADRA Australia

Emergency Management Program Officer

Commitment: Full-time

Location: Wahroonga, New South Wales



About the role

We are seeking a qualified and experienced Emergency Management Program Officer to join our Emergency Management team. As the Emergency Management Program Officer you will be responsible for managing the Disaster Ready Church Program in Australia and for managing selected International humanitarian projects and associated partnerships as well as supporting responses following disasters.

You will have a broad knowledge of emergency management and the humanitarian sector along with experience in project management. You will be able to work both collaboratively and autonomously to ensure effective partnerships and achievement of project outcomes. Ultimately, you should be able to contribute to the attainment of specific goals and results of the Emergency Management team and the organization and in particular apply your humanitarian experience to help Churches engage with their local communities to prepare for and respond to disasters.

You will have a relevant qualification and at least 5 years' work experience in the humanitarian sector.

You will be responsible for living out our values of Connected, Courageous and Compassionate in all interactions with the stakeholders. You will work efficiently, accurately, professionally and in a timely manner to provide a best-in-class support to the team.

You must have the legal right to live and work in Australia at time of application.

The Job Description that will give you more specific information on this exciting and challenging role. and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 120 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values – We conduct our work by being:

Connected – working collaboratively for the best outcome for those living in poverty or distress.

Courageous – persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About the Emergency Management Team

The Emergency Management team is responsible for planning, prevention, preparedness, response (including relief) and recovery activities in Australia and internationally in collaboration with associated partners and through building productive relationships with various stakeholders.

The Emergency Management team works collaboratively with the following ADRA Australia units:

- International Programs
- Finance
- National Programs
- Supporter Engagement
- People & Culture

The Emergency Management Program Officer is appointed by the ADRA Australia ADCOM, reports to the ADRA Emergency Management Director and supervises the Disaster Ready Church Coordinator.

Selection Criteria

Essential

1. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia.
2. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice;
3. A passion for meeting humanitarian needs and building personal and community resilience.
4. Demonstrated ability to work productively within stressful environments.
5. A positive attitude complemented by high-level interpersonal skills, teamwork, and coaching ability;
6. Outstanding communication and interpersonal skills with the ability to interact with people from various cultural, educational, and religious backgrounds and ages to achieve collective goals.
7. At least five years of proven experience within the development and/or humanitarian sector, with exposure to project management and emergency response in cross cultural contexts.
8. A graduate degree in the humanitarian sector or related field
9. Strong ability in using MS Office - MS Word, Outlook, Salesforce and other relevant software
10. Proven project management and time management skills.
11. Ability to travel within Australia and the Pacific.

Desirable

1. Masters or post-graduate degree in the humanitarian sector
2. Experience working on Church related projects.
3. Proven ability in managing programs which involve volunteers.
4. Proven ability to contribute to the continuous improvement of processes and procedures that strengthen partnerships and increase efficiency of project implementation.
5. Experience in management of Government grants.

Key Competencies

- **Deciding and Initiating Actions:** Makes Prompt, clear decisions, which may involve tough choices or considered risks; Takes responsibility for actions, project, and people; Takes initiatives, acts with confidence and works under own direction; Initiates and generates activity.

- **Relating and Networking:** Establishes good relationships with colleagues; Builds wide and effective networks of contacts inside and outside the organisation; Relates well to people at all levels; Uses humour appropriately to enhance relationships with others.
- **Planning and Organising:** Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
- **Coping with Pressure & Setbacks**
Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Employment Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, the Employment Application Form and resume along with the names of three work related referees to: hr@adra.org.au.

If you have questions or need further information, please contact:

Gianina Badea,
HR Coordinator for ADRA Australia
Phone +61 2 9473 9525 or
email HR@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.



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| Position Title: | Emergency Management Program Officer |
| Department: | Emergency Management |
| Reports To: | Director Emergency Management |
| Team Supervision: | Disaster Ready Church Coordinator |

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| Full / Part Time: | Full Time |
| Revised Date: | 16 Oct 2023 |

Purpose of Position: A basic statement that describes the intent of the position.

The Emergency Management Program Officer will work within ADRA Australia’s Emergency Management team with responsibility for managing the following: The Disaster Ready Church Program in Australia; Selected international humanitarian projects and associated partnerships; the Emergency Management Business Development portfolio; and supporting Partner capacity strengthening initiatives and responses following disasters.

Behavioural Expectations: Our Code of Conduct – How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct and related policies

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

A graduate degree in the humanitarian sector or related field. At least Five years’ experience within the development and/or humanitarian sector, with exposure to project management and emergency response in cross cultural contexts.
ADRA Competency Framework: 1.1 Deciding & Initiating Action. 3.1 Relating & Networking, 6.1 Planning & Organising, 7.2 Coping with Pressure & Setbacks

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

| Area of Responsibility | Actions / Tasks / Objectives | Measures of Success / KPIs |
|---|---|---|
| Groupings or areas of responsibility | What has to get done in this area | How job performance will be measured |
| DISASTER READY CHURCH PROGRAM | <ul style="list-style-type: none"> Manage ADRA’s Disaster Ready Church (DRC) Program in Australia in close association with the ADRA Conference/Regional Directors, the DRC Program Coordinator, and the EM Director as per the DRC Project Plan. Supervise the DRC Program Coordinator ensuring that goals and targets are established, relevant plans developed and implemented, personal support provided relevant to the context, and performance guided and evaluated as per ADRA’s P&C approach. Facilitate and/or co-facilitate DRC workshops in Australia on a regular basis. Manage the development and implementation of VET courses with Avondale University relevant to ADRA’s DRC program. Contribute learnings from the DRC Australia program to the South Pacific & NZ DRC program, and the ADRA Network. | <ul style="list-style-type: none"> Number of churches trained in the DRC program Number of churches in Australia in hazard prone areas which are registered and operational on the DRC program DRC program coordinator meeting or exceeding role expectations. |
| PARTNER MANAGEMENT & SUPPORT | <ul style="list-style-type: none"> Manage ADRA Au’s involvement in selected humanitarian related projects, such as ADRA Network responses, the Emergency Action Alliance projects - to ensure quality outcomes are achieved, contractual obligations are understood and met, while strengthening trust, transparency, accountability, and mutual respect. | <ul style="list-style-type: none"> High Partner satisfaction scores from International Partners relative to humanitarian engagement with ADRA Australia. |

ADRA Job Description: EM Program Officer

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| | <ul style="list-style-type: none"> In selected situations, and in association with other EM team members, facilitate and/or provide capacity strengthening of Partners in mutually agreed areas relevant for humanitarian programming. This includes providing support to South Pacific partners in the development of their National Emergency Management Plans (NEMP), facilitation/training during exercises and/or learning events, and technical advice for humanitarian programming. | |
| BUSINESS DEVELOPMENT | <ul style="list-style-type: none"> Contribute to the development of relevant funding proposals selected from the Strategic Grants Portal, with support from EM Team members and other appropriate persons. Contribute to ADRA Au's involvement in AHP related funding opportunities within the CAN DO Partnership in association with EM Team members and other appropriate persons. | <ul style="list-style-type: none"> Number of proposal applications made – at least 5 per year. Number of successful applications – at least 2 per year |
| DISASTER RESPONSE | <ul style="list-style-type: none"> Contribute in areas of personal technical expertise during ADRA Australia's response to national and international disasters. These technical areas include planning (e.g. proposal development, SitReps), safeguarding, beneficiary feedback mechanisms and gender. Virtual/Physical deployment may be required in certain situations. Manage ADRA Australia's responsibilities for NEMP Initial Responses/scaled-up NEMP responses within the South Pacific Region and Network-funded Responses globally. | <ul style="list-style-type: none"> High level score for end of deployment appraisal Network funding requests are evaluated, and decisions made within 48 hours of requests being received. |
| ADRA REPRESENTATIVE | <ul style="list-style-type: none"> Represent ADRA on assigned relevant Government and/or Church coordinating bodies. Liaise with relevant donor and UN stakeholders, including DFAT as required, and support country partners in building relationships with such. | <ul style="list-style-type: none"> At least one interaction per month within the humanitarian and/or Adventist/ADRA community that furthers dialogue and partnership around humanitarian/DRR activities. |

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| Print Employee Name: | | Employee Signature: | | Date: / / |
| Print Supervisor Name: | | Supervisor Signature: | | Date: / / |

Adventist Development and Relief Agency Limited

ACN 85 109 435 618



Employment Application Form

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|--|-------------|-------------------|---------------|------------------|---|
| Title | | First Name | | Last Name | |
| Current Address: (Street, Town, State, Post Code, Country) | | | | | |
| | | | | | |
| Phone No. | Home | | Mobile | | Work |
| Email | | | | | Gender |
| Position applying for: | | | | | |
| GENERAL | | | | | Type in "Yes" or "No" or an appropriate comment |
| 1. Are you ALREADY legally entitled to live and work in Australia? | | | | | |
| If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further. | | | | | |
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| 2. What prompted you to apply for this role? Why would you like to work for ADRA? | | | | | |
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| 3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below: | | | | | |
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| SAFEGUARDING | | | | | |
| 4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafe*? | | | | | |
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| 5. Do you have any convictions or charges related to child abuse? If yes, please provide details below: | | | | | |
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| 6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below: | | | | | |
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| ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH | | | | | |
| 7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below: | | | | | |
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| 8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below. | | | | | |

| Name | Place of Work | |
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| 9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position). | | |
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| Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church’s mission and lifestyle in your professional life. (Our code of conduct policy is available on request.) Please respond to the following two questions. | | |
| 10. Do you understand the Church’s lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.) | | |
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| 11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life? | | |
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I understand, agree and declare that:

1. If required by ADRA Australia I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA (Refer Point 3).
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

| Signature | Date |
|-----------|------|
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**Adsafe has been established by the Seventh-day Adventist Church as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*