

# ADRA Australia

## Emergency Management Director

**Commitment:** Full-time

**Location:** Wahroonga, Sydney



### About the role

ADRA Australia is seeking a qualified and experienced Emergency Management (EM) Director to join our senior management team.

As the Emergency Management Director, you will provide direction and oversight of the Emergency Management operations of ADRA Australia, drive EM strategy, develop in-house and partner country office EM staff capacity, and ensure EM best practice is implemented and efficiently measured. The Emergency Management Director will also be tasked to grow the Emergency Management program internationally and in Australia.

The successful applicant is a servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

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

The Job Description for the role is included at the end of this document and will give you more specific information on this exciting and challenging role.

### About ADRA Australia

ADRA Australia is the official humanitarian agency of the Seventh-day Adventist Church in Australia and is part of the global ADRA network which reaches into more than 124 countries. ADRA Australia is motivated by faith and its purpose to serve humanity so all may live as God intended. ADRA Australia works in communities in Australia, in the South Pacific, Asia, and Africa to improve their well-being and resilience through health, livelihoods, education, disaster preparedness and response.

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).

**Our Values** – At ADRA Australia, 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 Director is appointed by the ADRA Australia Board, reports to the CEO, and leads a team of four professional humanitarians based in Australia. The Emergency Management Director is constantly communicating with the country partners, DFAT, ACFID, the Church Agency Network, and the ADRA Network Emergency Management Advisory Committee (EMAC).

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

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

## **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 and the desire to promote ADRA's ministry to the Seventh-day Adventist Church constituency and leadership.
2. At least seven years' experience within the humanitarian sector in senior leadership roles with a demonstrated cross-cultural expertise after working and living in international settings for at least five years.
3. Master's degree in Disaster/Emergency or International Development with Disaster Response emphasis.
4. Demonstrated people skills to grow team engagement, culture, and continuous team capacity development.
5. Demonstrated Emergency Management strategic planning skills.
6. Demonstrated Emergency Program Management Cycle, including risk assessments, reporting, monitoring, financial acquittals, and evaluations.
7. Demonstrated ability to develop and implement National Emergency Management Plans (NEMPs).
8. Demonstrated expertise on Logalito, Kobo Toolbox and other Humanitarian software.
9. Demonstrated Emergency Business Development skills including proposal/grant writing and relationship development with DFAT, Australian Embassies, French government, the United Nations agencies, the European Union, etc.
10. Demonstrated capacity in leading an Emergency Command Centre (ECC) and Emergency Response Teams (ERT) in natural and/or man-made disaster response and recovery.
11. Demonstrated capacity in the development and delivery of Disaster-Ready Church Programs in the Pacific and Australia.
12. Demonstrated church, donor, consortium, and government relationship building and networking skills, e.g. the Church Agency Network, ADRA Network Emergency Management Advisory Committee, Australian Humanitarian Partnerships.

13. The ability to work and effectively communicate and adapt to a diverse team of professionals across the organisation.
14. Ability to be deployed to a large ADRA network response, Pacific and Australian responses.
15. Ability to travel extensively to the Pacific, Asia, Africa, and the Middle East as necessary.

### **Key Competencies**

- **Deciding and Initiating Action** – Takes responsibility for actions, projects, and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear, appropriate decisions which may include tough choices or considered risks.
- **Leading and Supervising** – Provides others with clear directions; motivates and empowers others; recruits staff of high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour, gives regular feedback.
- **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.
- **Formulating Strategies and Concepts** – Works strategically to realise organisational goals; sets and develops strategies; identifies and develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.

### **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 cover 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 cover letter, resume and the completed Employment Application form - along with the names of three work related referees to: [HR@adra.org.au](mailto:HR@adra.org.au).

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

Gianina Coutts, Human Resources Coordinator for ADRA Australia,  
Phone +61 2 9473 9525 or email: [HR@adra.org.au](mailto:HR@adra.org.au)

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

***The appointing body reserves the right to fill this position at its discretion and to close applications early.***

*See Job Description and Employment application forms following.*



Position Title:	ADRA Australia Emergency Management Director
Department:	Emergency Management (EM)
Reports To:	ADRA AU CEO
Team Supervision:	ADRA AU Emergency Management Unit

Full / Part Time:	Full Time
Revised Date:	February 2024

**Purpose of Position:** *An overarching statement that describes the intent of the position.*

The Emergency Management Director provides direction and oversight of the Emergency Management (EM) operations of ADRA Australia, drives EM strategy, develops in-house and partner country office EM staff capacity, and ensures EM best practice is implemented and efficiently measured.

**ADRA Australia Code of Conduct:** *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 minimum of 7 years working experience within the Humanitarian sector in senior leadership roles, strategic ability, people leadership, EM program development and implementation expertise, risk management, and strong stakeholder engagement skills.

**ADRA Competencies:** 1.1 Deciding & Initiating Action; 1.2 Leading & Supervising; 3.1 Relating & Networking; 5.3 Formulating Strategies & Concepts

**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 must get done in this area	How job performance will be measured
<b>STRATEGIC DIRECTION, LEADERSHIP &amp; RISK MANAGEMENT</b>	<ul style="list-style-type: none"> <li>Lead the development, implementation, and reporting of the Emergency Management (EM) strategy, and alignment with ADRA South Pacific (SP) and ADRA International.</li> <li>Develop an annual EM plan with specific actions, progress indicators, and responsibilities to deliver the EM strategy.</li> <li>Lead the EM program staff so that they successfully carry out their responsibilities, fulfil ADRA's purpose, meet program and project expectations and comply with policies and donor requirements.</li> </ul>	<ul style="list-style-type: none"> <li>A current EM strategy is developed and approved by the Board, quarterly reported, and annually reviewed by the board/or delegated sub-committee.</li> <li>Progress against EM strategic actions and progress indicators are quarterly reported.</li> <li>All ADRA EM staff are adequately supported to fulfil ADRA's purpose and implement the EM program meeting project objectives within expected timeframes and budgets and complying with policies and donor requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide useful knowledge, insights, and recommendations to support PROCOM decision making and help ensure EM program growth and continuous improvement.</li> <li>• Identify key EM risks and develop/implement practical risk management approaches to ensure these risks do not hinder achievement of EM programmatic and organisational goals.</li> </ul>	<ul style="list-style-type: none"> <li>• EM Staff are appropriately engaged in PROCOM EM related discussions and demonstrate commitment towards EM program growth, learning, and strengthened collaboration with partners.</li> <li>• The EM risk register is reviewed quarterly. Major EM risks are elevated to the ADRA AU organisational risk register and reported to ADCOM.</li> </ul>
<b>INTERNAL &amp; EXTERNAL EM ENGAGEMENT</b>	<ul style="list-style-type: none"> <li>• Ensure solid engagement with ADRA's Emergency Management Advisory Committee (EMAC), the South Pacific, and Asia EM hubs/meetings.</li> <li>• Foster and/or support selective partnerships with Adventist entities, other faith-based entities (such as CAN DO), DFAT, UN, to enhance ADRA's EM capability.</li> <li>• Represent ADRA as appropriate in EM external fora (e.g. HRG, CAN DO, ACFID) and create opportunities for other EM staff to participate and present.</li> </ul>	<ul style="list-style-type: none"> <li>• The ADRA Australia Team is actively engaged in EMAC, EM Regional and Technical Hubs.</li> <li>• New EM partnerships are continuously explored and established with Adventist entities, and/or other faith-based organisations, and government entities every year.</li> <li>• ADRA Australia becomes well-known and respected for their EM capacity and expertise demonstrated through EM simulation exercises, case studies, evaluations, or presentations in external EM fora.</li> </ul>
<b>BUSINESS DEVELOPMENT AND CONTINUOUS IMPROVEMENTS</b>	<ul style="list-style-type: none"> <li>• Lead the expansion of the EM program focusing on existing partnerships with ADRA offices in the Pacific, Asia, Africa, with particular emphasis on partner capacity strengthening in the Pacific.</li> <li>• Lead the development of international/national grant proposals for disaster preparedness, response, recovery and/or resilience.</li> <li>• Lead the refinement and implementation of an ADRA values-based approach across the EM program portfolio as appropriate.</li> <li>• Lead the use of Logalto for EM program management.</li> <li>• Lead the annual review of all EM systems and processes to foster continuous improvement and innovation in program development, implementation, monitoring, learning and evaluation.</li> <li>• Lead the EM related DFAT, ACFID, and ADRA AAL accreditation review processes within expected guidelines and timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>• An EM strategy to expand its program portfolio in the Pacific, Africa, and Asia, emphasising much partner capacity strengthening in the Pacific region.</li> <li>• At least 40% of Disaster Preparedness/Response/Recovery/Resilience Proposals annually submitted are approved.</li> <li>• The ADRA Australia values-based approach is implemented across the EM program portfolio as appropriate.</li> <li>• All EM projects are managed in Logalto.</li> <li>• An EM section to the International Programs Partner Operations Manual and program development and management processes is annually reviewed to reflect best practice and continuous improvement.</li> <li>• The EM sections of DFAT, ACFID, ADRA ALL accreditation processes are met and exceed expectations.</li> </ul>
<b>EM DISASTER-READY CHURCH, RESPONSE, and PSYCHOLOGICAL FIRST AID IN AUSTRALIA AND THE PACIFIC</b>	<ul style="list-style-type: none"> <li>• Lead the development of a National Emergency Management Plan (NEMP) and Regional Emergency Management Plans (REMP) in collaboration with the National Programs and Conference ADRA Directors/Regional Managers</li> <li>• Lead the implementation of an Emergency Response Team structure in Australia following the NEMP &amp; REMPs and continuous up-skilling.</li> </ul>	<ul style="list-style-type: none"> <li>• The NEMP and REMPs are developed and refreshed every two years followed by a desktop simulation exercise.</li> <li>• The ERT structure in Australia is in place followed by a database of available ERT trained members.</li> <li>• All SDA Churches identified (# TBD) in the EM programmatic strategies to be part of the Disaster-Ready Church program are engaged in preparedness and subsequent responses.</li> <li>• All SDA Churches engaged in the Disaster-Ready Church program have Psychological First Aid capability.</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead the implementation of a Disaster-ready Church program across Australia in partnership with Church entities targeting disaster prone areas.</li> <li>• Lead the implementation of Psychological First Aid across Australia complementing the Disaster-ready Church program.</li> <li>• Lead the implementation of CAN DO/FRENCH/OTHER Disaster Preparedness initiatives in the Pacific and elsewhere.</li> <li>• Support ADRA South Pacific (SP) led EM responses and Disaster-ready Church initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• All CAN DO/ FRENCH/Other Disaster Preparedness initiatives adequately implemented meeting community, partner, and donor expectations.</li> <li>• EM team members engaged in ADRA SP- led EM responses and Disaster-ready Church initiatives as appropriate.</li> </ul>
<b>STAFF &amp; COUNTRY OFFICE CAPACITY STRENGTHENING</b>	<ul style="list-style-type: none"> <li>• Develop professional development opportunities for the EM team to continuously learn and grow.</li> <li>• In collaboration with ADRA South Pacific, support EM capacity strengthening in the Pacific.</li> </ul>	<ul style="list-style-type: none"> <li>• EM team members continuously growing in their areas of expertise.</li> <li>• A South Pacific EM capacity strengthening plan is developed and implemented with support from the ADRA Australia EM Team.</li> </ul>

Employee Signature:		Supervisor(s) Signature(s):		Date:    /    /
Print Employee Name:		Print Supervisor Name:		

# Adventist Development and Relief Agency Limited

ACN 85 109 435 618



## Employment Application Form

<b>Title</b>		<b>First Name</b>		<b>Last Name</b>	
<b>Current Address:</b> (Street, Town, State, Post Code, Country)					
<b>Phone No.</b>	<b>Home</b>		<b>Mobile</b>		<b>Work</b>
<b>Email</b>				<b>Gender</b>	
<b>Position applying for:</b>					
<b>GENERAL</b>					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.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
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:					
<b>SAFEGUARDING</b>					
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 Adsafes*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
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:					
<b>ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH</b>					
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:					
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.					
<b>Name</b>			<b>Place of Work</b>		



9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position).		
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.)		
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?		

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

*\*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.*