



**Connected  
Courageous  
Compassionate**

Position Title:	Programs Technical Specialist - Design & Learning
Department:	Programs
Reports To:	Director for Programs
Team Supervision:	N/A

DWS Band / Award:	TBD
Full / Part Time:	Full time

Revised Date:	May 2019
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**Purpose of Position:** A basic statement that describes the intent of the position.

The Program Technical Specialist - Design & Learning provides guidance, support and mentoring in all aspects of project and program design to ADRA Australia team member and Partners we work with in order to ensure that all ADRA Australia managed projects have a sound basis for implementation and that learning from those projects is appropriately captured and used to advance quality programming

**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.

Relevant tertiary qualification, with 4+ years' experience in analysis, design, evaluation/research and learning, including innovative development of appropriate systems and tools. Proven experience in facilitation, mentoring and capability development.

ADRA Competencies: Working with People (2.1), Applying Expertise and Technology (4.2), Analysing (4.3) Planning and Organising (6.1)

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

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success (KPIs) How job performance will be measured
<b>Program Design</b>	<ul style="list-style-type: none"> <li>Develop and use methodology and tools for the design process, aligned with a values development approach and appropriate to the context.</li> <li>Lead design processes for design of new projects/programs</li> <li>Contribute to the development of redesign of projects</li> <li>Develop relevant Terms of Reference/design plans to engage partners, external parties, programs team and other relevant stakeholders in ADRA.</li> </ul>	<ul style="list-style-type: none"> <li>Participatory design processes well documented on SharePoint, and being used.</li> <li># Proposals submitted</li> </ul>
<b>Monitoring Evaluation Accountability and Learning (MEAL) Development &amp; Measurement</b>	<ul style="list-style-type: none"> <li>Develop and maintain a MEAL plan for ADRA Australia each year</li> <li>Support partners in setting up M&amp;E plans relevant to the reporting requirements and align with the partner's system</li> <li>Engage/network with ADRA's M&amp;E technical learning lab</li> <li>Engage in the development of M&amp;E systems in the South Pacific Division (SPD) and ADRA Network as it relates to ADRA</li> <li>Collect data and report to SPD and ADRA Network as per schedule</li> </ul>	<ul style="list-style-type: none"> <li>The Programs Department has a MEAL plan including learning objectives, outlining both domestic programs team and international programs team.</li> <li>Each partner has a MEAL plan</li> <li>An overall agency measurement plan, aligned with ADRA Network and SPD, has been developed and results reported periodically/annually.</li> </ul>

<p><b><i>Developing Capability</i></b></p>	<ul style="list-style-type: none"> <li>• Develop appropriate training for program’s team staff and partners in areas related to design, MEAL, facilitation and behavioural change</li> <li>• Train programs staff and partners on concepts and practical application of the values-based development approach</li> <li>• Conduct training for partners, primarily linked to start-up of projects.</li> </ul>	<ul style="list-style-type: none"> <li>• MEAL training curricula on SharePoint, and being used for training staff.</li> <li>• # MEAL trainings for staff and partners</li> </ul>
<p><b><i>Innovation, Evaluation &amp; Learning</i></b></p>	<ul style="list-style-type: none"> <li>• When assigned, drive innovation projects</li> <li>• Lead/conduct evaluations as appropriate</li> <li>• Backstop on Evaluation processes with external evaluators</li> <li>• Synthesise learning from evaluations and lead a learning agenda</li> <li>• Publish relevant journal articles related to MEAL experience</li> <li>• Participate in learning events/conferences relevant to ADRA Australia’s strategic focus areas</li> </ul>	<ul style="list-style-type: none"> <li>• Innovation documented and reported annually to ProCom</li> <li>• Planned evaluations completed as per budget</li> <li>• At least one publication per year relevant to strategic focus</li> <li>• At least one presentation per year at relevant conference</li> </ul>
<p><b><i>Business Development / Grant Acquisition</i></b></p>	<ul style="list-style-type: none"> <li>• Contribute to identifying Business opportunities, and make appropriate recommendations.</li> <li>• Lead and/or contribute to writing proposals meeting the criteria of the tender/opportunity</li> <li>• Network with other relevant partners</li> </ul>	<ul style="list-style-type: none"> <li>• Leading design teams to successful grant applications.</li> </ul>

Employee Signature:
Print Employee Name:


Supervisor(s) Signature(s):
Print Supervisor Name:


Date:    /    /
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## ADRA Competencies & Definitions

- **Leading and Supervising (1.2)** - Provides others with a clear direction; sets appropriate standards of behaviour.
- **Working with People (2.1)** - Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit.
- **Adhering to Principles and Values (2.2)** - Believes in strong principles; upholds ADRA's values; promotes and defends equal opportunities.
- **Relating and Networking (3.1)** - Establishes good relationships with colleagues; builds wide and effective networks.
- **Persuading and Influencing (3.2)** - Makes a strong personal impression on others; gains clear agreement and commitment from others.
- **Presenting and Communicating Information (3.3)** - Speaks clearly and fluently; expresses opinions, information and key points of an argument clearly.
- **Writing and Reporting (4.1)** - Writes clearly, succinctly and correctly; writes convincingly in an engaging and expressive manner.
- **Applying Expertise and Technology (4.2)** - Applies specialist and detailed technical expertise.
- **Analysing (4.3)** - Analyses numerical data, verbal data and all other sources of information.
- **Learning and Researching (5.1)** - Gathers comprehensive information to support decision making; rapidly learns new tasks and quickly commits information to memory.
- **Creating and Innovating (5.2)** - Produces new ideas, approaches or insights; creates innovative designs.
- **Formulating Strategies and Concepts (5.3)** - Works strategically to realise organisational goals; sets and develops strategies.
- **Planning and Organising (6.1)** - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances.
- **Delivering Results and Meeting Customer Expectations (6.2)** - Focuses on customer needs and satisfaction; sets high standards for quality and quantity.
- **Following Instructions and Procedures (6.3)** - Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings.
- **Adapting and Responding to Change (7.1)** - Adapts to changing circumstances; accepts new ideas and change initiatives.
- **Coping with Pressure and Setbacks (7.2)** - Works productively in a pressurised environment; balances the demands of a work life and a personal life.
- **Achieving Personal Work Goals and Objectives (8.1)** - Accepts and tackles demanding goals with enthusiasm; identifies development strategies needed to achieve career goals and makes use of developmental or training opportunities.
- **Entrepreneurial and Commercial Thinking (8.2)** - Identifies business opportunities for the organisation; demonstrates financial awareness.