

POSITION TITLE: Disability Inclusion Advisor

DEPARTMENT: Inclusive Development Department (IDD)

DATE: July 2018

REPORTS TO: Disability Inclusion Advisor- Manager

Organisational Vision:

An inclusive world in which all persons with disabilities enjoy their human rights and achieve their full potential.

Organisational Mission:

CBM is an international Christian development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world.

Purpose of Role:

The **Disability Inclusion Advisor** will provide support to disability and development stakeholders in Australia and, predominantly, in the Asia-Pacific Region to undertake effective disability inclusive development practice and research.

Level of Direction or Supervision:

The advisor will be directly line managed by one of the Disability Inclusion Advisor-Managers. This line manager will also represent the advisor on the ID management team. The advisory team as a whole is co-managed and coordinated by the advisor manager team, and thus the advisor may also report to other managers for some portfolios or pieces of work. The advisor will work closely with the other advisors in the team, including having their work regularly reviewed by peers, as per our peer review approach. This may also include working with and having work reviewed by external consultants and associate advisors of CBM Australia. The advisor will also work with the policy and advocacy, program operations and quality teams, who are also part of the ID department.

Key Tasks and Priorities:

Key Areas of Responsibility	Key Tasks	Performance Indicators	Weighting Total= 100
<p>1. Provide disability inclusive development advice and capacity development to development stakeholders</p>	<ul style="list-style-type: none"> • Assists stakeholders to assess their organisational disability inclusive development capacity • Strengthens the disability inclusive development capacity of partner organisations through the provision of training, as well as ongoing mentoring and support. • Provides specific advice on 	<ul style="list-style-type: none"> • Partner policy and practice on DID is strengthened by the provision of timely, high quality advice, capacity development and resources as evidenced by monitoring data 	<p>Key tasks 1-4= 60%</p>

	<p>disability inclusion within development programs, across a range of sectors</p> <ul style="list-style-type: none"> • Develops specific resources for partners as needed, including hand outs, articles and training packages. • Contributes to monitoring, evaluation and learning activities relating to disability inclusive development. 		
<p>2. Work with and alongside DPOs and people with disabilities in the provision of advisory support on disability inclusive development</p>	<ul style="list-style-type: none"> • Advocate for the role of people with disabilities and DPOs in all in country work • Broker effective relationships between development partners and DPOs as appropriate • Develop and maintain effective partnerships and collaborations with DPOs which focus on two way learning • Where appropriate, contribute to the capacity strengthening of DPOs to enable them to more effectively influence development partners for disability inclusive development. 	<ul style="list-style-type: none"> • People with disabilities and DPOs effectively contribute to CBM's advisory work in their country/region, in ways that are relevant, strengthen the quality of the work and also contribute to the strategic objectives of the DPO. • Strategic DPO partnerships are developed, nurtured and maintained, • Relevant DPO related knowledge and learning is produced 	
<p>3. Contributes to the development and dissemination of an evidence base for disability inclusive development</p>	<ul style="list-style-type: none"> • Support partners in the documentation of case studies, best practices and lessons learned, and the planning and implementation of research. • Provide disability inclusive development advice to research applications in areas of expertise. • Contribute to a resource library of tools, publications and research from area(s) of expertise. • Contribute to dissemination of information to key stakeholders. 	<ul style="list-style-type: none"> • The evidence base for disability inclusive development is contributed to by the dissemination of documented lessons from CBM and partner programs, case studies, research, journal articles and contribution to grey literature 	
<p>4. Contribute to partnership /contract development and management</p>	<ul style="list-style-type: none"> • Contribute as agreed to the management of contracts with external agencies, maintaining appropriate communication and delivering work • Contribute as agreed to the management of organisational partnerships in line with partnership principles and in accordance 	<ul style="list-style-type: none"> • Contracts are fulfilled with high levels of satisfaction as evidence by monitoring data and feedback from contract partners • Partnerships are well managed and governed, CBM and the partner collaborates to improve disability inclusive development practice. 	

	<p>with the partnership agreement</p> <ul style="list-style-type: none"> • Identify new work opportunities, which lead to new contracts/partnerships/activities in line with organisational and departmental strategy and priorities • Represent CBM and the issue of disability inclusive development in relevant stakeholder groups 	Partnerships lead to learning and the development of resources.	
5. Teamwork and administration	<ul style="list-style-type: none"> • Participate in and contribute to regular team meetings, and one-on-one meetings with manager • Progress the department 'implementation plan' in relevant ways, including contributing to internal learning and resources on allocated topics/sectors • Participation in team peer review processes • Undertake administrative tasks as required, including work-planning, timesheeting, KPI tracking etc. • Contribute to and participate in wider organisational initiatives and events, representing the inclusive development department • Foster a team culture that values proactive problem-solving, open and honest communication 	<ul style="list-style-type: none"> • Participation in and contribution of the team, department and organisation, including active participation in meetings and team/org initiatives • Administrative requirements completed on time, work effectively managed and deadlines met. • The team maintains a high quality of work through peer review, peer mentoring and coaching, and learning as evidenced by monitoring data, partner and peer feedback. • Team capacity, resources and knowledge are improved in alignment with strategy. Learning informs work as evidenced by resources produced and used, strategy tracking and ID monitoring 	40%

SPECIFIC OUTCOMES REQUIRED
Quality disability inclusion advice provided to key stakeholders who have improved disability inclusive practice programs as a result
Design and implementation of capacity development resources and activities to support partners to improve their disability inclusion practice
Partnerships and contracts well managed, and key tasks delivered on time and to a high quality
CBM Australia maintains positive, productive and mutually beneficial relationships with DPOs and other leaders within the disability movement in the Asia Pacific region
Advisor contributes to team learning through the development of internal resources, participation in meetings and participation in peer review processes, as well as contributing to organisational initiatives and meetings
Professional networks and relationships are developed and maintained

Appropriate risk issues for your areas of responsibility are identified, kept updated and appropriate mitigation strategies are developed, implemented and maintained.

KEY COMPETENCIES OF ROLE

Knowledge and experience in two or more related disciplines: international development, human rights, policy, disability, and preferably also in a specific sectoral area; e.g. education, water, sanitation and hygiene, governance, humanitarian response, etc.
Experience in design, implementation, monitoring and evaluation of rights based development programs and policies, preferably including experience working on disability inclusive development programs and policies
Ability to work in a multilingual and culturally diverse environments with strong cross cultural communication skills
Excellent writing skills and the ability to contribute to research and monitoring, evaluation and learning activities
Excellent communication skills, including the ability to adapt pitch, style and content of messages for different audiences, and to communicate in an inclusive manner
Excellent interpersonal skills with ability to develop and maintain networks of communication with a range of stakeholders in developing and developed country contexts.
Demonstrated training and capacity development skills and experience
Ability to work as a member of a team, as well as the ability to work in a self-directed manner
Excellent computer skills including MS Office and literature database packages (Endnote or similar)
Available to undertake international travel (up to 25%) in approximately 1-3 week blocks.
Fluency in English.
Commitment to CBM's mission and values.
A willingness to contribute to the growth and development of CBM and its work.

Job Evaluation

Factor	Level	Score
Responsibility and Accountability	5	208
Judgement and Decision Making	4-5	86
Interaction and Influence	4-5	86
Knowledge and Application of Creative and Technical Skill	4-5	225
TOTAL		605
Salary Grading		Grade 8

*Factor Level definitions and Salary Grading information can be found on the CBM Intranet.

Terms and Conditions

General terms and conditions of employment are as per the CBM Australia Enterprise Agreement 2014.

EMPLOYMENT TYPE:

Performance Planning and Review

Performance planning and reviews will be carried out every six months.

Signed _____
Disability Inclusion Advisor-
Manager

Signed _____
Disability Inclusion Advisor

Date _____

Date _____