

# Executive Officer

## Job Framework

<b>Job Title</b>	Executive Officer	<b>Work Type</b>	1.0 FTE (full time)
<b>Reporting to</b>	TBD	<b>No. of Direct Reports</b>	4
<b>Location</b>	Melbourne, Australia	<b>Budget Responsibilities</b>	Yes

### The Organisation

At MSI Reproductive Choices we are unapologetically pro-choice. As one of the world's leading providers of contraception and safe abortion care across 37 countries, we provide high quality, safe services to those with the greatest need. We change the lives of our clients by providing them the means to choose if, or when, they have children.

MSI Asia Pacific (MSIAP) serves as the public engagement and project management office for MSI in the Asia Pacific region. We play a critical role in delivering MSI's mission of 'children by choice, not chance' by supporting MSI country programs to expand access to family planning and safe abortion services. We do this in three key ways: fundraising with government and private donors, project management, and advocacy.

Our fundraising work has two streams: Institutional fundraising and private fundraising from individuals, trusts and foundations. Institutional fundraising is our core income source and we work closely with the Australian and New Zealand governments to maintain a pipeline of support for sexual and reproductive health services in Asia and the Pacific. Fundraising from individuals, trusts and foundations is a growing area of focus which we believe holds considerable opportunity for MSIAP.

We provide project management services to a number of country programs to ensure effective and efficient implementation of projects with funding sourced from Australia and New Zealand donors. We play a stewardship role that gives donors confidence in their investments and helps to secure future contracts. We manage risk and ensure learning is captured and feeds back into program design.

We advocate for the importance of sexual and reproductive health in a variety of fora and to the general public in Australia.

MSI is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. Our team is deeply dedicated to our cause and we're proud to be an equal opportunity employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are committed to promoting equality and safeguarding the welfare of all team members and clients, with a focus on vulnerable groups.

### The Role

The Executive Officer leads the MSIAP team and represents MSI's global work in Australia and New Zealand. They represent MSI's executive leadership in the region and ensure that all MSIAP team members manifest MSI's global core values. They oversee all of MSIAP's workstreams by managing the Directors of the project management, finance, fundraising and advocacy departments. They represent and express the possibility inherent in our vision for the future, and bring this with them to work every day.

The role reports to the MSIAP Board of Directors and operationally to MSI Global Leadership. They oversee a compliance regime which maintains full accreditation with DFAT and meets all Australian statutory obligations. They support the Board to oversee the good governance and risk management of MSIAP by preparing reporting content which meets both routine and topical requirements.

The Executive Officer develops strategy and provides leadership to the organisation. They are supported by the Senior Management Team to closely monitor the implementation of progress against annual plans and to ensure the wider team is effective and satisfied in their work. They keep policies and procedures up-to-date and relevant, and monitor their implementation.

This position requires flexibility with work hours during occasional travel periods and when working with stakeholders across multiple time zones, including the Global Support Office in the London and MSI-US office in Washington D.C.

## Key Responsibilities

### Strategy, leadership and governance

- Inspire the MSIAP team to deliver MSI's mission and build a high-performance culture underpinned by MSI's behaviours and values
- Communicate energy, excitement and optimism to our team members and stakeholders.
- Ensure high levels of employee engagement through effective people management at both the team and individual level. Create a culture where team members are productive and satisfied.
- Develop and implement MSIAP's strategic plans. Oversee the development of annual implementation plans and report progress against plans to the MSIAP Board of Directors.
- Prepare comprehensive reports to the Board of Directors three to four times per year and support the Finance Director to prepare for the Board's Finance, Audit and Risk Committee.
- Lead the strategic direction of MSIAP's international programming focus, working with partners to design relevant and forward-looking SRH programs, identifying programmatic needs and emerging issues.
- Lead the Senior Management Team by chairing meetings, setting relevant agendas and overseeing decisions and actions.
- Lead the wider team by overseeing structures to enable coordination, communication, planning and learning.
- Create a cohesive team environment by ensuring communication of key information and decisions from MSI, the MSIAP Board, Country Programs and other areas of the organisation.
- Ensure MSIAP's DFAT accreditation is maintained at the full level by overseeing a compliance regime which monitors compliance against accreditation criteria and identifies areas for continuous improvement. Chair the internal compliance working group.
- Oversee MSIAP business planning and forecasting processes and provide effective financial stewardship of MSIAP's resources

### Fundraising

- Direct the fundraising strategy to deliver on stretch fundraising goals in support of MSI's international agenda to create universal access to contraception and eliminate unsafe abortion
- Continue MSIAP's track record of success in institutional fundraising and deliver on our huge potential to grow private giving.
- Relationship manage key donors
- In conjunction with MSI Country Programs and the MSI Global Support Office, contribute to new business development strategies. Ensure donor proposals align with broader strategy and are of a high standard.
- Ensure fundraising systems and processes are delivering timely, high-quality data to support income growth
- Ensure effective relationship building and communication with external and strategic partners engaged in donor funded regional projects
- Support MSI Country Programs to engage with Australian and New Zealand donors
- Represent MSIAP in MSI and external events

### Advocacy and External Engagement

- Represent MSI's overseas programming in Australia and New Zealand
- Deepen MSI's engagement with DFAT, strengthening existing relationships and generating new ones, and introduce MSI more widely within MFAT and create the foundation for a long-term partnership
- Foster meaningful, mutually beneficial partnerships that are aligned with program goals and ambitions
- Advocate to the Australian and NZ governments and general public for sexual and reproductive health and rights as a key issue for the international development agenda
- Direct an external relations approach that ensures MSI's expertise is used to inform policy positions and enhance the organisation's overall legitimacy to engage in policy debates.
- Establish, monitor and evaluate partnerships with external partners and MSI offices to deliver against strategic projects and meet donor deliverables

### Sexual and Reproductive Health Project Management

- Ensure best-practice implementation of donor funded projects. Oversee a team that maintains the highest standards of quality in all aspects of the project management cycle.
- Oversee external compliance to meet the ACFID Code of Conduct and maintain DFAT Full Accreditation
- Contribute to MSIAP organisational risk identification, mitigation and management
- Develop and oversee risk management systems to actively monitor project risks
- Oversee the implementation of MSI's anti-fraud and bribery and safeguarding policies

## Skills and Experience

### Qualifications

- Relevant Degree (MPH, MA, MBA desirable) or equivalent professional experience

### Experience

- Demonstrated experience in leading, managing and inspiring teams and a proven track record of delivering against stretch targets
- Significant experience and record of accomplishment in overseeing large Government grants, major private donors and/or complex multi-country operations
- Experience in project design, budgeting, monitoring, and evaluation for international development or health programs
- Experience in brokering partnerships and working collaboratively with a variety of stakeholders
- Experience in successful fundraising from individuals, trusts and foundations (desirable)
- Experience applying ACFID and DFAT compliance standards and donor contract requirements (desirable)
- Knowledge in health promotion, sexual and reproductive health or family planning (highly desirable)
- Experience working in the Asia Pacific region (desirable)

### Skills

- Strategic thinker with the ability to provide leadership to deliver outcomes
- Highly collaborative and an ability to work effectively with a range of stakeholders and at all levels in an empowering way
- Effective planning and organisational skills with the ability to establish frameworks and procedures to guide work and track progress in a complex organisational environment

## Personal Attributes

- Pro-choice
- Team player; energetic, enthusiastic and positive
- Quality-focussed and results-oriented
- Calm under pressure
- Strong attention to detail and follow-up
- Ability to take initiative and achieve results with limited supervision
- Highly organised
- Confident and professional
- Responsive, resourceful and determined.
- Sound judgement
- Emotional intelligence
- Integrity

# MSI Behaviours and Values

## Leadership Behaviours

- **Develop yourself:** You actively seek opportunities to develop and stretch your leadership capability. You respond positively to situations that require you to improve and grow. You continuously evolve your strengths and awareness of areas for development by seeking and reflecting on coaching and feedback from others in order to improve your own performance and impact. You are open to others' perspectives and the opportunities this presents to change your behaviour. You proactively maintain your own well-being in order to be able to perform to your full potential; you take care of yourself holistically
- **Be accountable and take ownership:** You hold yourself responsible /answerable for your actions. You accept responsibility for the outcomes expected of you—both good and bad. You don't blame others. You don't blame the external environment. You take the initiative to influence outcomes. You accept responsibility for your mistakes, you learn what you can, and you plan to do better next time. By taking ownership, you address shortfalls
- **Be resilient:** You conduct yourself professionally when dealing with set-backs and you commit to learning from your experiences. You demonstrate a positive and inclusive approach to problem-solving. You think and act clearly under pressure and you seek feedback on others' experience of you
- **Be a compelling and influential communicator:** You communicate effectively at all levels both within the organisation and with external stakeholders and partners. Others experience your communication style as effective, inspirational and as having a positive impact. You actively listen with the intent to understand, giving others the confidence that you are committed to valuing their contribution
- **Insist on excellence:** You hold yourself and others accountable for meeting expectations. You never tire of seeking out better ways for your team to consistently deliver expected business results and deliver exemplary performance. You clearly communicate performance expectations and provide clear, honest and meaningful feedback when these are not being met. You engage in effective dialogue with under-performers as soon as performance issues arise; you act decisively and effectively to address any poor performance issues, following correct organisational procedures
- **Lead with authenticity, integrity and empathy:** By conducting your relationships with honesty, integrity and openness you are recognised as a leader whom others trust. In developing your relationships with others you demonstrate genuine empathy, build rapport, collaboration and mutual commitment at all levels in MSI. You are consciously aware of the impact you have on those around you and you strive towards having a lasting, positive effect. You demonstrate understanding and respect for cultural, religious, gender and racial differences. You treat people of all backgrounds fairly and respectfully
- **Develop others; strengthen, nourish and nurture future talent:** You dedicate time and commitment to effectively managing and developing the talent pipeline within your team and across MSI globally whilst ensuring resources, responsibility and authority for all deliverables are clearly assigned. You guide and encourage others to explore their own learning from external sources. You understand how to nurture creativity, courage and innovation in others, stimulating and stretching them on their professional development journeys. You role-model effective coaching and are recognised for embedding a sustainable coaching culture at MSI
- **Focus on customers:** You strive to consistently meet and exceed client expectations, always treating clients with dignity and respect. You understand who your internal and external customers are, how to meet their expectations and you build great relationships in order to do so. You build and cultivate effective working relationships with all external stakeholders, including suppliers, customers, government and donors. You are an ambassador for "One MSI" and our Power of Ten strategy, keeping clients at the centre of what we do
- **Consistently deliver world class performance and results:** You progressively look for ways to innovate and move MSI forward, and are excited by taking appropriate risks to do this. You are energised by seizing new opportunities that strive towards improving organisational performance. You understand and adhere to all MSI's functional and operational strategies and processes. You demonstrate good judgement in decision-making, you are decisive and implement decisions effectively
- **Lead, manage and support organisational change:** You understand how to harness effective strategies to facilitate organisational change. You take a positive stand for all change initiatives across MSI, effectively managing resistance to change. You are inclusive of the right people at the right time during each stage of the change journey, sharing well-timed communication regarding the objectives and outcomes of organisational change with relevant parties. You positively engage others in the opportunities that change presents and collaborate on change initiatives wherever possible
- **Be a visionary:** You are able to create vision for others; this means you identify actions and activities that you communicate at every level within your team which in turn deliver MSI's vision. You bring people together to work towards a common vision, providing clear direction, motivation and inspiration. You place MSI's gain above personal gain. You are a recognised ambassador for MSI externally.

## Team Member Behaviours

- **Show initiative:** you think ahead and take action to make the most of opportunities by finding the best solution
- **Innovate:** you think creatively and suggest ideas that lead to a positive outcome
- **Communicate:** you demonstrate that you are listening and asking the right questions, using appropriate body language, ensuring all information you share is clear and concise
- **Be responsive:** you respond positively when priorities change and others seek your support
- **Work efficiently:** you plan, prioritise and organise your work, to ensure it is delivered accurately and on time
- **Share information:** you share information and knowledge to help others and keep it confidential when appropriate to do so
- **Focus on learning:** you keep your knowledge and skills up to date and take responsibility to discuss your development with your manager and find solutions
- **Show commitment:** you understand MSI's goals, vision and values and how your role impacts on these and are happy to put in extra effort to meet the requirements of your role
- **Be accountable:** you take responsibility for the decisions that you make and the actions and behaviours you demonstrate
- **Embrace change:** when faced with change, you support this by behaving positively and adjusting plans/activities accordingly
- **Keep motivated:** you are motivated and determined to achieve high quality results in all that you do
- **Be a team player:** you work as part of a team, demonstrating support, flexibility and respect for others.

## MSI Core Values

**Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

**Client Centred:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

*MSIAP is a child-safe organisation and has zero tolerance for sexual exploitation abuse and harassment. All successful applicants will be required to abide by our Child Safeguarding Code of Conduct and our Global Code of Conduct in addition to undergoing a police check prior to commencement.*

<b>Probationary Period</b>	6 Months	<b>Working with Children</b>	No
<b>International Travel</b>	Yes	<b>Contact with Children</b>	This position may include contact with children.