

JOB DESCRIPTION

UNIT/DEPARTMENT	:	Influencing and Enabling
JOB TITLE	:	Director-Policy and Advocacy
REPORTS TO	:	Country Director
PERSONS REPORTING/ SUPERVISEE	:	Manager- Influencing and Communications, Adviser, Advocacy Officer and other team members, as appropriate.

JOB PURPOSE SUMMARY :

The position is accountable for effective delivery of the influencing and enabling (I&E) Programme of WaterAid Bangladesh (WAB) being the lead of this portfolio that comprises of policy analysis, advocacy and influencing functions. S/he will be responsible to succeed with global and national policy-advocacy agenda in light of the SDG, to achieve greater impact and thus, strengthening the organisational profile. Along with the team, s/he will manage operational and sustained engagement with all the stakeholders (public-private) including Govt. representatives, policy makers, sector actors, civil society, academician, donors, partners, communities etc. to promote WASH agenda.

As one of the vital members of the WAB Senior Management team, s/he is responsible to uphold the image of WAB through vibrant persuading and deliberation competence to the external audiences. Working closely with other senior colleagues, s/he supposed to dedicate her/his effort vigorously for the robust growth of the organization.

Key Roles and Responsibilities

Strategic leadership

- Actively engage in the development of the strategic plan for the WAB Country Programme focusing on the Influencing and Enabling (I&E) agenda- to maximise the provision of equitable and sustainable safe water, adequate sanitation and appropriate hygiene interventions for the targeted people towards achieving Sustainable Development Goals.
- Design and lead I&E programmes/projects in line with the global and country strategy, to ensure maximum impact and effectiveness.
- Lead in developing/updating implementation strategies and operational procedures to ensure systematic implementation within allocated resources.
- Manage WAB's engagement with national level policy discussion on WASH and allied sectors, drawing robust evidence and analysis from the ground, research and studies.
- Co-ordinate the collection and processing of latest information from national and international policy discussion and feed into the organisation's wider work.
- Encourage and promote empowering and collaborative leadership, effective management, and a culture of openness and accountability in line with WaterAid's values.
- Be an active member of the Senior Management Team (SMT), contribute to strategic decision-making, organization profile building and relevant management issues.

- Represent WaterAid at different national and international level, development partners and government forums and contribute to influence thinking of other stakeholders on WASH urgency.
- Dedicate efforts on building WaterAid's reputation as the sector leader.

Programme Management and Quality Assurance

- Lead WAB Influencing and Enabling (I&E) programme through a programmatic approach that combines programmatic, learning, research and advocacy activities in collaborative partnerships with a range of organisations.
- Design and deliver high quality I&E programmes in national context for bringing about the transformational changes necessary to achieve sustainable WASH services for all, aligning with global aims.
- Analyze WASH related global, national/government and donor policies; sector development and investment plans; prepare briefs for internal discussion on the gaps and suggest policy change agenda and strategic intervention to guide WAB's enabling and influencing work.
- Develop operational plans, strategies including budget for the implementation of national advocacy and influencing programme in consultation with programme teams.
- Monitor progress, tracking expenditure and do budget variance analysis to remain at per plan and ensure reporting, maintaining deadlines.
- Lead to design and implement policy-advocacy related research work, preparation of case studies, thematic discussion papers and other relevant documents. Widely disseminate these within WaterAid and through sector networks and integrate policy advocacy work with grassroots learning for rooted advocacy.
- Facilitate knowledge management process for the policy and advocacy related works/projects in terms of documentation good practices, learning and cases.
- Identify emerging public policy issues and advocacy opportunities, and propose an advocacy plan for WaterAid to respond; proactively engage in key policy debates and to influence in WA agenda
- Support for scaling up of WAB's successfully demonstrated model through LGIs and other relevant government ministries and agencies and other sector actors
- Identify, coordinate, commission and/or undertake thematic research and studies that contribute in achieving WAB objectives and create learning opportunities for the sector actors, WaterAid Corporate and other Country Programmes.
- Support partners in developing and aligning policy and advocacy agenda for creating synergies in the work. Strengthening partners' capacities to deliver I&E work.
- Contribute in regional and global policy advocacy by shaping the regional and global advocacy agenda as well as participating in regional and global advocacy initiatives
- Periodically analyse outcomes and impact of WAB's I&E work in the country in order to document and share key learning and good practice using the organisational PM&E systems and other tools.

Achieving impact

- Closely work with programme portfolios to bring greater impact of work
- Ensure implementation complying organization's global frameworks, policies, and standards
- Analyze trends in the implementation, identifying issues and developing and recommending solutions to the relevant authorities for bringing greater impact

- Ensure that changes in circumstances affecting the I&E Programme are evaluated and appropriate action is taken thereafter
- Initiate challenging and innovative pilot interventions, guide in capturing the learning and ensure learning is applied for effectiveness and external influencing
- Escalate organisational profile through initiating and managing high-level innovative researches on WASH finance, WASH budget, Five Year Plan, Climate finance. National Hygiene Survey, water security etc interlinking national level SDG6 targets and achievement.
- Maintain up to date knowledge of sector and best practice to ensure that the Country Programme stays at the forefront of practice and disseminate appropriately within team and other staff.
- Effectively integrate gender and equity aspects to strengthen and demonstrate impact
- Ensure technical inputs from Engineering/ Health/ ICT/ Other Advisers are incorporated into programmatic interventions
- Improve delivery incorporating recommendations from Programmes and others
- Dedicate time for working with Region and UK office especially related to I&E programme and related Issues

Sector Engagement, Networking, collaboration and alliance building

- Represent WaterAid in such a way to uphold the position as the leading organization in the WASH sector.
- Establish and maintain strong relationship with relevant ministries of the Government, LGI and other authority/institutions for collaboration, support, capacity building and policy influence
- Establish strong collaboration with other sector actors in the country including donors, civil society organization, academician and research institutions for learning and initiating joint programme where feasible, to avoid duplication
- Strengthen and nurture national alliances and networks for creating a greater impact and joined up advocacy actions through partners.
- Keep abreast of national agenda and other agencies' and programmes' activities in order to target WaterAid's advocacy work and identify new opportunities.
- Identify and support the development of national WASH sector partnerships and civil society networks and their capacity building.
- Develop linkages with national and regional media actors, research and academic institutions and facilitate collaboration as well as policy development and influencing within the region.

Support other Departments

- Promote greater interaction and collaboration with other Departments/Teams.
- Suggest and promote a culture for cross learning based on experiences and evidence from the field through organizing learning sharing workshops, seminars, exposure visits, sharing meetings etc.

Leadership and People Management

- Manage, motivate and engage team members to maximize their contribution.
- Act as the coach/ guide/mentor for staff under direct supervision so that they can develop themselves as effective leaders in leading/managing their respective teams

- Manage performance and develop team members to create and maintain an effective, motivated and high performing teams
- Ensure recruiting the right person for programme in coordination with People & OD Team
- Ensure team bondage and take appropriate team building measures, as needed
- Proactively support the professional and behavioral growth of the team members/others by offering quality/constructive feedback and opportunities to progress and grow
- Foster a culture of respect, collaboration, innovation and common goals/values
- Provide strategic input into organisational direction and ensure flows of information between management and the staff members under this portfolio, as appropriate

General and Administrative

- Ensure compliance of organizational policies, procedures, guidelines as well as donor requirements
- Promote Safeguarding.
- Support in recruitment, purchase etc.
- Represent WAB in different taskforces, working committees, networks, alliances, workshops and meetings, as assigned
- Act as a spokesperson for the organisation and participate in meeting, seminar and other strategic/important events at national, regional and international levels

JOB REQUIREMENTS/PERSON SPECIFICATIONS (detail):

Education and Experience:

- Masters or equivalent degree preferably in Environmental Management, Development Studies, Public Health, Public Policy, Economics, Urban Planning; or graduation/post-graduation in Civil/ Environment/ Water Resources Engineering
- Substantial experience (minimum 15 years) in the field of advocacy and policy analysis, and at least 10 (ten) years in senior management position with reputed international/national NGOs/ development organization. For first-rate professional track record, this can be relaxed.
- Experience of policy analysis, research and advocacy work in development
- Experience in advocacy and campaign planning

Professional, People Skills and Knowledge:

- Proven expertise of persuading and inspiring conversation and negotiation
- Demonstrated ability to build collaborative partnerships and alliances for influencing government policy and programme delivery
- Expertise of planning, budgeting and taking appropriate remedial in critical situation
- Excellent skill of leading and managing a high performing team, to drive excellence and nurture leadership
- Expertise of team building, coaching, mentoring, problem solving and conflict resolution; be able to draw confidence and support from others
- Ability to work collaboratively across teams and to contribute strategically
- In-depth understanding of national & international development issues, including actors, development politics and social movements in Bangladesh and the South Asia region
- Able to contribute in the regional and global platforms within and outside WaterAid
- Knowledge and understanding of the WASH sector in country, key sector stakeholders, policy & advocacy networks, social movements and critical blockages
- Understanding of right based approach to development is preferred

- Knowledge of political structure, culture and policy making process in Bangladesh

Technical Skills and Knowledge:

- In-depth understanding of landscaping statutory of WASH related policies that strategies.
- Excellent presentation, facilitation and communication skills, both in Bangla and English and with different groups of audiences
- Demonstrated expertise in policy analysis and writings.
- Commitment to personal learning, development and improvement in pursuit of own objectives and those of the team and organisation.
- Skills to use different technological resources (computer, multimedia projector, internet, email, computer aided systems, widely used software etc).

Personal Competencies:

- The position is required of good leadership qualities, team building spirit and problem solving skills; should be able to draw confidence and support from others.
- Must be a person who is self-motivated with good interpersonal skills and capacity to understand and walk with people from all walks of life.
- Possess personal integrity, sense of transparency and proactive stance
- Respect for gender, diversity, organizational cultural and promote safeguarding
- Competent to make effective decisions, uphold organizational values, promote integrity and advance organizational mission and vision
- Able to plan, prioritise and organise self and others
- Ability to work under pressure and meet deadlines

KEY CONTACTS/RELATIONSHIP:

Includes but not limited to Country Director and other colleagues within the country programme, Partner Organizations, colleagues of Regional Team, WaterAid UK as well as WaterAid Federation.

WORKING CONDITIONS:

This is a country office-based position (based in Dhaka) with access to official vehicle (during field visit and official travel) computer, internet, relevant software and telecommunication including mobile phone network. Willingness to travel on a regular basis to remote areas of Bangladesh and overseas is required. It is expected that 10-20% time should be dedicated to field visits.