

Position Description

Associate Director Human Development



Position Title	Associate Director Human Development
Work Area	Human Development (Markets and Clients Function)
Supervisor	Practice Lead, Human Development
Incumbent	Associate Director, Education

Tetra Tech International Development

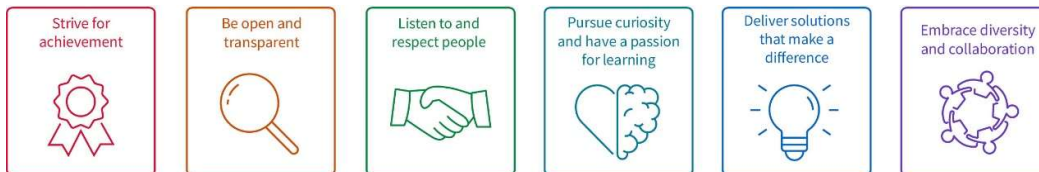
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of Human Development Practice Area

Tetra Tech has a strong track record of promoting high-quality learning, education, training, and skill development throughout the Indo-Pacific region. The Human Development Practice Area is dedicated to enhancing fair and accessible opportunities for education, skills, and professional growth, especially as conditions evolve and needs change across the Indo-Pacific region. By collaborating with all parts of the business, this practice advocates for inclusive, rights-based approaches that support human development and help people and communities thrive wherever we operate.

Purpose and Objectives

This role exists to grow Tetra Tech's Human Development portfolio through leadership in business development, high-quality technical consulting services, and strategic engagement with DFAT, MFAT, and other key development partners. This role will influence and lead across the business enhancing fair and accessible opportunities for education, skills, and professional development, especially as conditions evolve and needs change across the Indo-Pacific region. It will break down silos to drive collaboration, learning, and improve impact for inclusive, rights-based approaches that support human development across all Tetra Tech's practices areas.

As an Associate Director of Human Development, you will work closely with the Human Development Practice Lead and the markets and clients team, operations and program management, program leaders and shared services teams. This role delivers technical excellence across the technical specialisations, including but not limited to, strengthening educational systems and educational leadership; international education and mobility including scholarships and fellowships; organisation capacity assessment and human resource policy and practice; and vocational, professional and leadership learning. The Associate Director works collaboratively and proactively to support, grow and develop the practice and contributes to achieving tangible results, such as improved client satisfaction, increased business growth, and enhanced team performance. Their actions ensure that the practice delivers value to clients and contributes to the overall success and profitability of the business

As a member of the Markets and Clients team, the Associate Director actively contributes to a collaborative 'one team' environment. This approach builds a positive, energetic workplace culture and supports exceptional performance across all practice areas.

Key Responsibilities/ Accountabilities

Safety: The Associate Director ensures that their actions or omissions do not adversely affect the environment or health, safety, and wellbeing of themselves, colleagues, contractors, or members of the public.

All Employees are responsible for:

- Meeting all responsibilities as outlined in the Tetra Tech HSE policy and management systems.
- Participating in any training and safety initiatives implemented by Tetra Tech.
- Complying with all reasonable safety directives, and work instructions.
- Stopping work if it is not safe to continue.
- Reporting immediately any incident or potential hazard to their supervisor.

People: The Associate Director supports the management of a team of technical personnel and ensuring the establishment of a collaborative and constructive working environment within the team, and across other Practice areas. In collaboration with the Practice Lead and in the conduct of their work the Associate Director:

- Adapts to the team and builds positive and supportive team work environment
- Listens, consults others and communicates proactively
- Delegates work appropriately and fairly
- Demonstrates the skills and knowledge appropriate for the position including as a trusted confidant and adviser to members of their team and IDV leadership
- Shares expertise and knowledge with others and demonstrates flexibility
- Shows appropriate initiative and adaptability
- Where the role has direct reports, manages annual cycles of performance appraisal, goal setting, and provides recommendations on remuneration review
- Supports direct reports to access learning and development that is needed to support strong contributions to business performance and outcomes
- Contributes to assessment of resourcing, resource allocations, and the development of cases for changes to resourcing tied to business needs, contract commitments, pipeline as required.

Clients & Business Growth: The Associate Director supports the management of the program portfolio, clients, and pipelines in relevant technical disciplines and for supporting collaboration and multi-disciplinary approaches to bids and program delivery.

- Develops and maintains constructive relationships with clients based on trust, and understands the strategic vision and context of a program or project from the clients perspective

Key Responsibilities/ Accountabilities

- Participates in wider business development activities across other parts of the business bringing a focus and expertise on targeted human development practice areas.
- Brings forward opportunities through sector knowledge, accessing information via networks, bid management and client meetings
- Represents Tetra Tech at industry forums and client engagements
- Works with clients to build relationships based on trust
- Managing up through timely communication to facilitate delegate approvals for bids
- Supports and actively contributes to the annual planning cycle to deliver evidence informed practice business plans and client engagement plans that contribute to business planning targets
- Leads in the preparation of quality bids for tenders, as required, and convenes collaborative and productive bid teams.

Performance: The Associate Director supports monitoring, managing and reporting on key performance metrics relevant to the practice area, programs and pipelines including:

- Ability to identify project risks and manage those risks as required
- Demonstrates awareness of financial issues involved in projects
- Monitors and maintains quality
- Demonstrates an understanding of efficiencies required within the business
- Ensure routine and timely briefing of Practice Lead in relation to program risks, changes in personnel, client performance concerns and other risks and issues are raised

Program delivery: The Associate Director contributes to and supports program and project delivery, from start-up to close-out and, depending on business need, including taking on roles in project or program delivery if required.

- Planning and managing program technical support including secondments
- Ensuring cross cutting priorities are embedded and applied across all aspects of the business including teamwork, bid development and program delivery
- When required, deliver high quality program consulting services and fulfil governance functions (e.g., Contractor Representative) to contribute to strong and consistent standards of program performance and compliance
- Convene communities of practice and other forums as required to enable information transfer and sharing of ideas and innovations to promote best practice

Selection Criteria

Qualifications

- Typically, 10+ years' experience and postgraduate qualification, or equivalent senior-level expertise, in International Development, Education/ Adult Learning/ Education Sciences, Business Management.

Experience

- Has held management roles with significant responsibility in marketing, business development, and financial oversight.
- Skilled at managing business relationships, including negotiating and resolving disputes effectively.
- Extensive experience in overseeing or executing international development initiatives alongside donors, partner nations and global organisations, with the ability to implement essential policies across diverse cultures.
- Maintains strategic connections with key stakeholders, particularly DFAT, as well as various Australian government departments and international organisations involved in education, international study, scholarships, fellowships, mobility programs, and human resource strategy and governance within the Indo-Pacific region.
- Possesses a thorough knowledge of governmental operations and international agency clients throughout the Indo-Pacific, both nationally and regionally, especially regarding workforce and human resource development strategies.

Selection Criteria

- Has demonstrated sound commercial judgement in areas such as budgeting, managing risks, and ensuring contract compliance.
- A proven leader adept at talent management, team building, and fostering a high-performance culture aligned with Tetra Tech's core values and behaviors.
- Familiar with modern technology and systems, with a track record of encouraging technological adoption to enhance business efficiency.

Knowledge and Skills:

- Proficient in Word, Excel, Outlook.
- Strong presentation and communication abilities.
- Skilled at identifying and pursuing business opportunities, managing tenders, and ensuring commercial viability.
- Effective at building team and client relationships.
- Up-to-date on industry practices (environmental, WH&S, security, contracts).
- Experienced in consultant and subcontractor management for optimal time, cost, and quality outcomes.
- Capable of resolving planning, programming, and resource issues proactively.
- Familiar with contractual compliance, payment, and procurement processes.
- Engages subcontractors and consultants for flexible resourcing and timely invoice payments.
- Provides reliable input to senior management for financial and resource reporting.
- Excellent written and verbal communication, including proposal writing and senior-level client engagement.

Personal Attributes

- Strategic, driven and analytically minded.
- Comfortable operating in dynamic, fast-paced environments.
- Collaborative leader with strong communication and relationship-building skills.
- Strong commitment to diversity, equity and inclusive development.
- Adaptable, pragmatic and solutions-focused.

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our

associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery). Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.