TETRA TECH
International Development

# Position Description

## Team Leader – Leadership and Skills



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| **Position Title** | Team Leader – Leadership and Skills |
| **Work Area** | Mekong-Australia Partnership Support Unit (MAP SU), Leadership & Skills program |
| **Supervisor** | Executive Director, MAP SU |
| **Duration of Assignment** | 1 year |
| **Location** | Bangkok, Thailand |

## Tetra Tech International Development

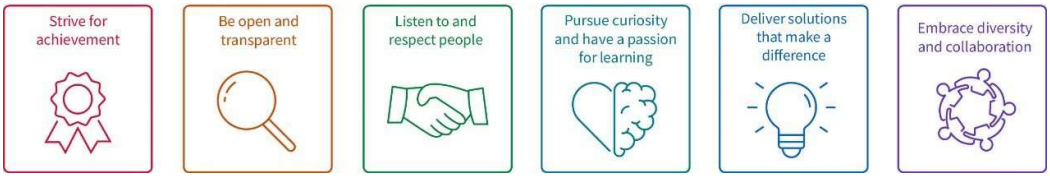
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

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 Mekong-Australia Partnership Support Unit (MAP)

The objective of the Mekong-Australia Partnership Support Unit (MAP SU) is to provide efficient and effective support and enabling services, and delivery of selected MAP activities as directed by the Mekong Hub at the Australian Embassy in Bangkok, Thailand. The Support Unit delivers the Leadership and Skills (L&S) program and provides enabling services for the Transnational Crime program. It also supports responsive programming by providing administrative, logistical and/or technical support and assistance in the execution of parts of MAP investments.

The L&S program is a strategic, cross-cutting investment designed to deepen Australia's economic and security ties with the Mekong subregion (including Cambodia, Laos, Thailand, Vietnam and Myanmar) by facilitating access to Australian education and professional learning, and promotion of knowledge sharing and subregional cooperation. The L&S program contributes to MAP outcomes by supporting diverse Mekong subregion leaders to tackle complex structural reforms and pursue joint, inclusive solutions to shared and transboundary challenges. With strategic guidance from the Mekong Hub and the L&S Thematic Working Group, the program will deliver scholarships, masterclasses, regional dialogues, scholar and alumni engagement activities, including alumni grants.

## Purpose and Objectives

The Team Leader is responsible for the strategic and operational leadership of the L&S program, including strategic and annual planning, high level stakeholder engagement, and management and leadership of program team.

The Team Leader works in close consultation with DFAT Mekong Hub in Thailand, specifically the L&S Thematic Lead (First Secretary) and the L&S Hub Team, and other key stakeholders, including DFAT Posts in Cambodia, Laos, Myanmar and Vietnam; MAP alumni; Australian universities; and other organisations to deliver the end of program outcomes of L&S program.

The Team Leader coordinates with the Deputy Director to access the Support Unit's Monitoring, Evaluation and Learning (MEL) and Gender Equality, Disability Equity and Social Inclusion (GEDSI) Advisers, as well as shared personnel who contribute to program management and identify additional technical support from the Technical Assistance Panel.

As a senior leader within the MAP SU team, the Team Leader contributes to the overall success, team culture, and performance of the Support Unit, including compliance with Tetra Tech and DFAT policies and procedures, managing program risks, and maximising value for money in all aspects of program delivery.

## Key Responsibilities

### Strategic direction and leadership

- Lead the delivery and resources coordination for all activities under the L&S program while ensuring quality delivery.
- Advise DFAT's Mekong Hub on the most effective use of a range of education and training options including scholarships, masterclasses and alumni engagement, in line with DFAT's priorities.
- Lead the development of the L&S Annual Work Plan, Progress and Annual Reports, guided by the L&S Monitoring, Evaluation and Learning framework.
- Lead development of strategies and other required operational documents relevant to activity management and planning.
- Represent MAP SU in engaging with MAP's L&S Thematic Working Group and other governance structures, ensuring clear alignment of decisions with priorities and plans. Oversight the provision of secretariat support and participation in governance meetings as required.
- Oversee the Contractor Coordination Group, ensuring it is an effective mechanism and delivers benefits consistent with the Leadership and Skills program investment design
- Ensure the Leadership and Skills team applies DFAT's value for money principles in program decisions and activities delivery.

### Organisational Culture and Performance

- Lead and enable a high-performing Leadership and Skills team with a positive and collaborative culture and productive working environments for all members and locations. Provide direction and guidance to personnel to flexibly respond to new and emerging priorities in line with DFAT objectives.
- Manage the Program team's performance, including through regular MyPlans and dealing promptly and professionally with any performance issues to maintain the program's integrity.
- Ensure that team members have access to opportunities to develop and extend their capabilities and experience, including by undertaking targeted training and development.

### Technical delivery

- Oversee the delivery of all L&S program activities, including ensuring internal coherence among activities and compliance with GEDSI, MEL and other standards.
- Ensure appropriate engagement of key specialists including the MAP SU MEL and GEDSI expertise through MAP Support Unit shared services, and through the Technical Assistance Panel, to ensure Australian Government cross-cutting priorities are addressed in L&S activities.
- Oversee budgeting of the Leadership and Skills operations, work closely with the Deputy Director and Support Unit finance team on financial management and risk management.

- Working with MAP SU's GEDSI Adviser, ensure embedding DFAT policies and practices across L&S operations and activities covering disability equity and rights, gender equality, and localisation of supply chains, and First Nations and Indigenous engagement.
- Manage and oversee the delivery of communications and public diplomacy planning and services across all L&S activities.
- Ensure that the program's monitoring and evaluation system is fit for purpose and provides adequate data on program outcomes
- In coordination with the Deputy Director, manage tasking of MAP Support Unit shared services personnel to meet the L&S program operational needs, including but not limited to financial, procurement, human resources, and contract management.

**Risk & Quality**

- Contribute to MAP SU risk register to ensure L&S Program-specific risks are highlighted and updated, reviewed quarterly and that mitigations benefit from the implementation experience.
- Ensure all Leadership and Skills operations apply up-to-date risk mitigations with a focus on building a positive risk culture across the MAP Support Unit.
- Actively promote a culture of learning and continuous improvement across all the L&S team and the MAP Support Unit.
- Oversee the implementation and lead the implementation of safeguards in high-risk L&S activities and across operations ensuring compliance standards are met for Prevention of Sexual Exploitation, Abuse and Harassment, Child Protection, Fraud and Corruption.

## Selection Criteria

**Qualifications**

- A relevant tertiary qualification in development, program management, education or other relevant field is essential. Postgraduate qualifications are preferred.

**Experience**

- Significant experience in donor-funded program planning, management and implementation, preferably related to international education, adult learning, alumni engagement, including DFAT-funded programs. Experience in managing an Australia Awards or similar program is highly desirable.
- Demonstrated experience leading multi-disciplinary and multi-cultural teams (in-person and remotely).
- Experience working in developing country contexts including with overseas governments or other stakeholders at a strategic and/or policy level
- Experience working on GEDSI issues at a strategic level, including maintreaming GEDSI across operational processes and activities
- Experience with government or corporate policies such as prevention of sexual harassment exploitation and abuse, fraud, and child protection
- Experience working with leading and/or implementing/supporting media, communication and/or public diplomacy efforts in a government, education or development organisation
- Experience working in Southeast Asian countries (and Mekong countries in particular) is highly desirable.
- Experience in preparing high quality strategic planning and program reports
- Experience in program risk identification and management

**Knowledge, Skills and Experience**

- Strong stakeholder engagement, communication and relationships management skills with the ability to build consensus and coordination across different stakeholders
- Financial management acumen including the ability to interpret and analyse financial reports, together with sound problem solving and decision-making skills
- Strong awareness of working politically and creative problem-solving to achieve outcomes in challenging environments
- Ability to operate sensitively in contexts of cultural diversity

- Demonstrated leadership of multi-disciplinary and multi-cultural teams (in-person and remotely).
- Ability to work collaboratively
- Knowledge of the Australia Awards Scholarships program policy and the Australian higher education sector is highly desirable
- Excellent interpersonal and leadership skills, with demonstrated capacity to nurture productive partnerships
- Supportive of locally-led solutions and ideas

**Personal Attributes**

- Strong performance and learning orientation
- Well developed interpersonal skills that influence and build trust.
- Strong attention to detail, critical and analytical skills
- Strong writing and English language skills
- Cultural awareness and sensitivity

## 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.*