Application pack
Deputy Director - ALNAP

Ref.: ALNAP0120
Location: London
Closing date: Friday, 08 May 2020

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Candidates are strongly advised to study ODI’s activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of evidence and ideas through research and partnership to confront challenges, develop solutions and create change.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles

We are independent and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.

At a time when the world is faced with complex dilemmas, innovation will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.

We are a global organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.

ODI exists to have real impact for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.
Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.

Our values

**Independence**
Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.

**High quality**
We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.

**Fairness, diversity and equality**
We treat all staff and partners fairly and with respect.

**Working together**
We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.

**Transparency and accountability**
We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.

**Sustainability**
We use resources in a sustainable way, conscious of our impact on the environment.
**Job description**

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<td>Department</td>
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<td>Accountable To</td>
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**Job Summary:**

The ALNAP Deputy Director provides high-level support to the ALNAP Director to enhance the coherence, implementation and impact of ALNAPs four Strategic Focus Areas as outlined in the ALNAP Five Year Strategy. She/he oversees the ALNAP Annual Workplan and is responsible for the strategic alignment and co-management of ALNAP researchers, operations and communications personnel. She/he provides leadership, mentoring and management to Secretariat staff to develop a culture of sharing and working together that leads to high performance in the design, promotion, delivery and quality of programmes, products and services.

**Responsibilities and Duties:**

**Lead on strategic alignment between ALNAP teams in the delivery of the workplan.**
- Develop new approaches/models for ways of working to optimise alignment and complementarity between the three ALNAP teams in the planning and delivery of a portfolio of high-quality products and member activities.
- Provide support and strategic oversight to ALNAP’s financial strategy.
- Provide oversight and guidance to the ALNAP teams to fulfil work-plan goals and ensure excellent quality and standards.
- Stay abreast of developments in specific workplan areas and lead innovation in making the work-plan more agile and capable of responding to changes in the evolving humanitarian context.

**Co-lead/co-manage relevant staff, develop effective teams and uphold ALNAP and ODI values.**
- Facilitate the formulation of the ALNAP workplan within the context of the overall ALNAP five-year strategy and within the needs of the network sector, so that ALNAP’s work is forward-looking, relevant and innovative.
- Recruit, develop, support and co-manage performance of ALNAP Secretariat staff.
- Develop and nurture an effective and high performing programme team that works well together, is collaborative and that values contributions of all team members.
- Model and promote the application of ALNAP and ODI values within the team and with others.
- Provide management oversight to ALNAP’s State of the Humanitarian System Report.
- Co-manage the planning and implementation of the ALNAP Annual Meeting.
- **Strengthen the structure and function of the ALNAP network and its impact.**
- Develop new concepts and ideas that strengthen the functioning and goals of the ALNAP network.
- Engage with members to enhance relationships both between members and between members and the Secretariat.
- Lead on the formation of new sub-groups, communities of practice and other working groups within the ALNAP Membership.
- Enhance connectivity and co-creation between network members.
- Lead on the development and maintenance of ALNAP Membership guides and roles and responsibilities.
Provide strategic direction and high-level guidance to the implementation of the ALNAP communications strategy

- Work collaboratively with ALNAPs’ Communications team to strengthen the content, presentation and implementation of ALNAP communications strategy.
- Collaborate and coordinate with other ALNAP teams to share ideas and learning to ensure communications elements are embedded in the workplan to optimise member uptake, learning and impact.
- Explore new ways to expand the global reach of ALNAP products and improve the take-up of new ideas.

Support ALNAP policy influence & representation externally.

- Represent ALNAP in the external humanitarian community including donor governments, INGO’s, Red Cross/Crescent Movement, UN agencies, academic and think-tanks and the media.
- Participate in policy forums, events and meetings.
- Influence policies to further the goals of ALNAP.

Contribute to overall ALNAP leadership and strategic direction:

- Participate in ALNAP’s overall leadership, senior management forums and team away-days to provide strategic direction and ensure alignment with ALNAP’s five-year strategy.
- Contribute to Steering Committee meetings and ALNAP Members day at the Annual Meeting.

Undertake and oversee relevant research and other programme work where appropriate.

- Oversee and organise research and other programme work of the team
- Directly undertake research in areas of expertise

Undertake such other duties within the scope of the post as may be requested by their Manager

Requirements:

**Knowledge and Qualifications**
- A degree and post-graduate qualification in a relevant discipline
- Extensive knowledge of key issues and organisations involved in the humanitarian sector and areas within the ALNAP workplan.
- Recognition as a thought leader in a relevant topic
- Significant knowledge of programme management

**Experience**
- Substantial work experience in international development and/or the programme thematic area
- Significant experience in leading, managing and developing staff and teams based on organisational purpose and values
- Significant management experience including of programmes, strategic and operational plans, and finances
- Existing relationships with potential funding agencies and a proven ability to fundraise, build and manage programmes of work
- Demonstrated capacity for policy advisory and/or public affairs work, including influencing policy in national governments, multi-lateral and bilateral agencies, NGOs and the private sector
- Significant experience of working with multiple partners in developing countries

**Skills/Abilities**
- Ability to lead and manage a research, policy advice and public affairs team, including managing performance and developing staff
- Values-driven and exceptional integrity, including ensuring a safe working environment and equal opportunities for all
- Effective teamwork, inter-personal and collaboration skills
- Strategic thinking and collaborative strategy development
- Programme and financial management skills
- Strong interdisciplinary research skills
- Exceptional written and oral communications skills
- Representation, public speaking and media skills

**Key Relationships and Contacts:**
- ALNAP Director
- Directors/Heads of ODI functional and other programme teams
- ALNAP staff and assigned functional staff
- ALNAP Steering Committee
- ALNAP Member organisations including bilateral and multilateral donors, INGOs, Red Cross/Crescent Movement, UN Agencies, academic institutions, think-tanks, foundations and related organisations
- Politicians and senior civil servants
- Academics and other researchers, nationally and internationally
Application process

ODI job site: https://jobs.odi.org.uk

Closing date: The closing date for receipt of applications is midnight, UK time, on: Friday, 08 May 2020

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £64,888 - £86,805 per annum, grade 7 on ODI’s pay structure. Starting salary will be dependent on qualifications and experience, and subject to review. Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Permanent All contracts of employment are subject to a six-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days’ paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). www.usshq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.
Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.

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