

JOB DESCRIPTION

JOB TITLE:	Head of Global Technical Unit
DEPARTMENT:	Global Impact
JOB GRADE:	F £50-£60k
RESPONSIBLE TO:	Director of Global Impact
RESPONSIBLE FOR:	Line management of Global Technical Unit (9 staff)
KEY RELATIONSHIPS:	Regional and Country Offices; key head office teams including Humanitarian Operations and Global Advocacy and Ageing; network members.

JOB PURPOSE:

To provide strategic leadership to HelpAge International's technical work across our core thematic areas and to advance the organisation's agenda around programme quality, learning and evidence with network members.

JOB RESPONSIBILITIES AND KEY TASKS

Strategic Leadership

- Provide organisational leadership to strategy development in our core thematic areas of income, health and care and violence and abuse.
- Ensure strategy development is directly informed by network members within each thematic area.
- Develop a clear approach to "full spectrum" technical support, encompassing humanitarian, fragile state, transition and development contexts.
- Play a leading role in defining HelpAge International's organisational strategy through well-informed analysis relating to trends in each thematic area.

Technical Quality and Standards

- Ensure regional teams, country teams and network members benefit from tools, training, minimum standards and wider best practice in HelpAge International's priority thematic areas.
- Lead the development of a cross-organisational plan to strengthen our approach to learning and evidence, internally and across the network.
- Drive forward the development of improved systems related to the planning, delivery and monitoring of thematic work.
- Provide strategic leadership around any future investments needed in systems related to programme monitoring and learning.

Programme and resource development

- Lead the work of the GTU in developing high quality pilot programmes for donors.

- Ensure GTU staff actively support programme development at regional and country level and are involved in the review of concept notes and proposals.
- Develop strategic relationships with key technical counterparts in global donor agencies and partner organisations.

Policy and advocacy work

- Oversee the work of the GTU in developing clear positions on organisationally strategic policy issues, working closely with network members.
- Ensure close coordination with the Global Advocacy and Ageing team so that external influencing work is well grounded in evidence and best practice generated by regions, countries and network members in core thematic areas.
- Support the work of GTU staff members to strengthen the policy relevance of different programmes and research projects globally.

Support to regions and countries

- Provide regular strategic support to regional and country offices in developing their thematic capability.
- Ensure strong strategic perspective informs regional planning on related issues.
- Provide matrix management to Regional Directors and Regional Heads of Programme on relevant areas of work.

Team Management

- Line manage four technical advisors and ensure performance objectives are set and reviewed throughout the year for all staff in the GTU.
- Lead GTU annual planning process and ensure this is consistent with organisational strategy.

Other

- Provide senior level external representation where required.
- Travel to regional and/or country offices where required.
- Participate actively in cross-organisational initiatives where relevant.

PERSONAL SPECIFICATIONS

Essential:

- Substantial experience of international development and/or humanitarian work, including at field level.
- Excellent skills in one or more social development issue related to ageing (social protection, health and care, protection, gender and disability).
- Skills and proven background in monitoring and evaluation and the ability to provide organisational leadership in this area.
- Proven leadership skills and the ability to manage, motivate and inspire colleagues.
- Experience managing a diverse team, including an ability to manage staff in cross-cultural settings and at a distance.
- Proven ability to influence others to achieve successful outcomes, including government, UN agencies and donors through successful advocacy.

- Experience at having successfully designed and delivered strategies for programmes, country or regional offices at scale (\$10 million plus).
- Proven fundraising skills and the ability to positively influence donors.
- Experience successfully developing networks and / or innovative partnerships around different social development issues.
- Extremely strong communication, negotiation and representational skills and ability to work at all levels (from CBOs to Governments) with tact and diplomacy.
- Fluent written and spoken English language and high level numeracy.
- Able and willing to travel internationally for work.

Desirable:

- Demonstrable experience of having played a global leadership role for an international NGO or other organisation.
- Knowledge and experience working with older people's issues.
- Language skills (Arabic, French, Hindi/Urdu, Spanish)