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| **TITLE:** Lead Advisor READY (Technical Lead) |
| **TEAM/PROGRAMME:** One Humanitarian Team | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: B, Mid-Senior Level | **CONTRACT LENGTH:**Maternity cover role: starting May 1, 2023 – March 31, 2024 (with possible extension to July 31, 2024) |
| **CHILD SAFEGUARDING:**Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** Save the Children is recruiting a maternity cover, Lead Advisor (Technical Lead) to join the USAID Bureau for Humanitarian Assistance-funded READY initiative team (May 1, 2023 – March 31, 2024 with possible extension through July 2024). This leadership position is accountable for ensuring on time and high-quality project deliverables, working across internal Save the Children teams and external consortium partners and stakeholders to successfully augment global readiness for major disease outbreaks in humanitarian settings.  |
| **SCOPE OF ROLE:** **Reports to:** READY Chief of Party**Direct Reports:** None**Indirect Reports:** Dotted line oversight of humanitarian Technical Advisor, project consultants, and consortium parts across specific project workstreams.**Role Dimensions**: The Lead Advisor provides technical leadership and guidance for SC and its consortium partners in developing and implementing the READY program strategy and ensures the technical and methodological soundness of activities. The Technical Lead provides expertise in infectious diseases, pandemic preparedness and response, humanitarian response, and providing technical support to large-scale outbreak responses. The Technical Lead serves on READY’s core team and as a member of Save the Children’s broader Humanitarian Public Health Team. More information about the READY initiative can be found at [www.ready-initiative.org](http://www.ready-initiative.org). |
| **KEY AREAS OF ACCOUNTABILITY :** **Technical Leadership and Program Implementation (70%)*** Lead strategic development and implementation of annual workplans and ensure the overall quality and technical soundness of READY activities and products. This includes matrixed management of technical advisors, cross-consortium technical support, leadership to directly deliver specific components of the workplan and working with global and regional fora to identify trends and gaps in outbreak readiness and response.
* Lead the planning, facilitation, implementation, and after-action reviews of READY-led webinars, guidance documents and tools, trainings, and events, including leadership in developing and delivering technical content (trainings, e-learnings, technical guidance, etc.) and leading on the project management and delivery of specific activities within the workplan.
* Work directly with the Chief of Party to develop and ensure adherence to the agreed project, organizational, and donor policies and procedures for timely, high-quality, and compliant project implementation.
* Provide technical support and mentorship to international and national NGOs and global and regional coordination groups for emerging outbreaks or ongoing prioritized responses and/or support organizational readiness for potential new responses.
* Draft and review internal and external reporting requirements.
* Manage and facilitate initiative and activity-level advisory groups.
* Regularly, liaise with donor technical representatives, including the donor-led READY Technical Advisory Group to ensure donor buy-in, engagement and support of READY activities.

**Coordination, Representation and Networking (30%)*** Proactively engage with regional and global internal and external coordination mechanisms (e.g., GOARN, Global Health Cluster, OCHA Information Management Working Group, etc.) representing and raising the profile of READY’s work within these groups, identifying new and relevant areas for READY engagement, and identifying emerging trends and gaps in outbreak readiness and response to inform READY’s work.
* Develop and expand READY’s network to identify potential new partnerships and collaborations and new opportunities for READY engagement.
* Serve on relevant external advisory and peer groups to support the delivery of work within READY’s remit.
* Proactively seek opportunities to present and disseminate READY’s work internally and externally.
* Through specific READY activities, work with national and international NGO technical teams and leadership to identify challenges and priorities related to infectious disease outbreak response.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **EXPERIENCE AND SKILLS****Essential*** Minimum of a Bachelor’s degree or equivalent experience, significant experience implementing emergency health programs in technical lead or technical advisor capacity, with experience in outbreak preparedness, surveillance, and response
* Significant experience in infectious diseases and prevention, preparedness, and response and experience in humanitarian response are essential
* Proven technical skills in multi-sector program design, supervision, monitoring, evaluation, and research skills
* Experience developing and implementing blended-learning capacity-building initiatives across networks
* Knowledge of outbreak response architecture and coordination mechanisms such as GOARN and the Global Health, WASH and Nutrition Clusters
* Experience and knowledge of USAID regulations and requirements and implementing USAID/Bureau of Humanitarian Assistance programs
* Previous experience interacting with US government agencies, host country governments, and other global and national stakeholders
* Experience building networks and acting as organizational/project representative
* Quantitative and qualitative data analysis skills
* Professional proficiency in MS Office suite
* Ability to assess priorities, solve problems and competently complete a variety of activities with a high level of accuracy and timeliness
* Demonstrated experience drafting, reviewing and editing programmatic and research reports
* Excellent visual presentation and facilitation skills
* Demonstrated ability to communicate and collaborate effectively with individuals and teams at all levels, both internally and externally
* Demonstrated commitment to fostering and maintaining an environment of diversity, inclusion, and belonging
* Professional proficiency in spoken and written English
* Ability to travel to remote and/or insecure locations (estimated 15% travel expected)

**Desired:*** Advanced degree in Public Health or medicine
* Direct experience managing or providing senior level technical support in humanitarian environments, ideally with national or international NGOs
* Proven experience working effectively in a matrixed management environment
* Written and oral fluency in at least one other language (i.e., French, Arabic and/or Spanish)
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Laura Cardinal** | **Date: February 22, 2023** |
| **JD agreed by: Jesse Hartness** | **Date: February 22, 2023** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |