

## Position Description

Vacancy Title: **Senior Manager Influence, Advocacy & Enablement**

Location:

Reports To: **None**

### Objective

Lead PDF regional and global influence, advocacy, policy engagement, evidence, strategic communications and partnerships. Ensure the voices and lived experiences of Pacific persons with disabilities and OPDs inform decisions and strengthen accountability for CRPD implementation.

### Outcomes

#### Organisational Stakeholders

##### 1. Advocacy and representation advance agreed One PDF positions

- Lead an organisation wide advocacy strategy and annual priorities in consultation with OPDs, the CEO and the Programs and Member Services unit.
- Coordinate regional and global advocacy, treaty body engagement, policy dialogue and monitoring of government CRPD commitments.
- Support diverse OPD leaders to represent One PDF meaningfully in approved forums.
- Ensure public positions and representation mandates are agreed through PDF governance and management processes.

##### 2. Research and policy advice are credible and useful

- Oversee legal and policy research, country profiles, CRPD analysis and practical advisory products.
- Bring lived experience and accessible consultation into evidence generation and recommendations.
- Quality assure technical submissions and communications for accuracy, accessibility and consistency with PDF positions.
- Identify emerging regional issues and advise the CEO on response options.

##### 3. MEAL, data and learning strengthen accountability

- Oversee the MEAL framework across all three strategic priorities, while holding program and corporate units accountable for their source data.
- Set data governance, quality, accessibility, privacy and storage standards with the relevant unit leads.
- Coordinate outcome measurement, evaluations, organisational learning and evidence for Board and donor reporting.
- Use findings to improve advocacy, member support and organisational decisions.

##### 4. Communications make PDF evidence and positions accessible

- Lead strategic communications, media engagement, public relations and knowledge dissemination.
- Review the communications and branding strategy and approve unit content through delegated processes.
- Ensure accessible formats and CRPD consistent language in public products.
- Respond to reputational and communications risks with the CEO and relevant managers.

##### 5. Partnerships align stakeholders and mobilise resources

- Build strategic relationships with governments, regional agencies, rights movements and development partners.
- Convene dialogue and joint action to advance CRPD implementation, avoiding duplication of OPD mandates.
- Develop funding concepts and proposals for influence and evidence programs with the CEO and Finance and Corporate Services.
- Keep partnership commitments within PDF mandate, approved strategy and available resources.

##### 6. The unit operates with clear leadership and controls

- Set work plans, manage budgets and review risks across advocacy, communications, MEAL and data functions.
- Coach direct reports and complete performance and development reviews.
- Provide timely CEO, Board and donor inputs on outcomes, risks and expenditure.
- Coordinate with member services and corporate services on safeguards, evidence, approvals and reporting.

### Responsibilities - Key Competencies

#### Competence

#### Description

##### Business

|                       |                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------|
| Strategic Development | Establish the strategic direction and steer the organisation towards its goals                      |
| Planning              | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
| Information Analysis  | Make informed decisions by collecting and interpreting data and information                         |
| Communication         | Exchange information through verbal communication                                                   |

##### Customer

| Competence                    | Description                                                                                  |
|-------------------------------|----------------------------------------------------------------------------------------------|
| Customer Commitment           | Demonstrate a commitment to customer service - both internal and external customers.         |
| Relationship Building         | Build beneficial relationships with suppliers and stakeholders.                              |
| Quality Focus                 | Deliver quality.                                                                             |
| Organisational Values         | Display the organisation's image and value standards.                                        |
| Social and Cultural Awareness | Respond respectfully and effectively to people of different cultural and social backgrounds. |

#### Professional

|                    |                                                   |
|--------------------|---------------------------------------------------|
| Technical Strength | Demonstrate knowledge of a specialist discipline. |
|--------------------|---------------------------------------------------|

## Qualifications

| Qualification    | Discipline                                                                                                                    | Notes                                                                                                                                                          |
|------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Preferred</b> |                                                                                                                               |                                                                                                                                                                |
| Degree           | Laws, Management/Planning/Policy, Research, in Disability Studies, community development and or any other relevant discipline | Relevant tertiary qualification in law, policy, development, disability studies, communications, research or a related field, or equivalent senior experience. |

## Work Knowledge and Experience

Substantial experience leading policy advocacy, research or regional influence in a rights based or disability inclusion setting.

Experience representing organisations at senior regional or international forums and managing sensitive stakeholder relationships.

Experience overseeing evidence, monitoring and learning systems, public communications or partnerships.

Sound understanding of CRPD implementation, Pacific contexts, accessibility and OPD led representation.

Desirable: Postgraduate study or specialist training in CRPD, policy advocacy, monitoring and evaluation, data governance or strategic communications.

Requirements • Work across Pacific countries and time zones, including regional travel where approved and required. • Apply PDF safeguarding, accessibility, reasonable accommodation, privacy, financial and conduct requirements. • Support meaningful participation of women, youth, people in remote areas and underrepresented disability groups. • Undertake other related senior management duties assigned by the CEO within the scope and authority of the position.

## Requirements

### Other Required Statements

No other required statements found.

## Interactions

| Type            | Interaction                                                                                                                                                                                                                                                     | Comments |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Internal</b> |                                                                                                                                                                                                                                                                 |          |
|                 | Requirements • Work across Pacific countries and time zones, including regional travel where approved and required. • Apply PDF safeguarding, accessibility, reasonable accommodation, privacy, financial and conduct requirements. • Support meaningful partic |          |
| <b>External</b> |                                                                                                                                                                                                                                                                 |          |
|                 | PDF OPDs; governments and treaty bodies; regional and global institutions; donors; researchers; media and development partners.                                                                                                                                 |          |

## Attributes

### Behavioural Styles

|                 |                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------|
| Detail oriented | Attends to the small elements of a task/activity, ensuring completeness and accuracy.         |
| Experimenter    | Tries out new procedures, ideas or activities.                                                |
| Punctuality     | Completes a required task or fulfills an obligation before or at a previously designated time |

### Interpersonal Styles

|               |                                                                                                                |
|---------------|----------------------------------------------------------------------------------------------------------------|
| Objective     | Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement. |
| Team Oriented | Enjoys being with others as part of a group or team.                                                           |

### Thinking Styles

|                      |                                                                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Challenger           | Queries, tests information/beliefs and provokes thought.                                                                                                   |
| Flexible / Adaptable | Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions                                 |
| Intuitive            | Makes mental leaps without going through a rational thought process. Apparent ability to acquire knowledge without a clear inference or the use of reason. |

## How To Apply

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## Contact for Enquiries

Contact Name: Kelera Babitu

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**Closing Date:** 25 Oct 2026