

POSITION DESCRIPTION – TEAM MEMBER

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| Position Title | Policies Review Project Officer | Department | Legal & Policy |
| Location | Melbourne | Direct/Indirect Reports | n/a |
| Reports to | General Counsel | Date Revised | August 2017 |

■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

■ Position Summary

Undertake an audit, review and revision of all Red Cross operational policies, under the direction of General Counsel (Legal & Policy Unit), so as to:

- develop a simplified and clear framework and template style for policies
- clarify and simplify the content of policies (supported by procedures where necessary)
- provide policies which are more accessible, readily understood and capable of practical implementation
- establish a clear process and responsibility for review and updating of all policies.

■ Position Responsibilities

Key Responsibilities

- undertake an audit of all current operational policies of Red Cross, including current responsibility for review and update timeframes
- review the necessity for particular policies;
- develop new, revised or consolidated recommended policies in a simple principles-based format, in conjunction with the Executive Directorates of Red Cross
- recommend deletion of policies where appropriate
- coordinate the development of any necessary supporting mechanisms
- recommend suitable training and reinforcement mechanisms;
- recommend a structure for responsibility for and regular review of operational policies
- recommend future policy review responsibility and process

■ Position Selection Criteria

Technical Competencies

- Understanding of operational policy development, planning and review across a broad spectrum of organisational operational policies in the not-for-profit, government and/or business sectors

- Substantial experience in, and understanding of, legal compliance obligations relevant to the operational policies of organisations
- High level project management skills
- “Plain English” drafting expertise
- Highly developed organisational and time management skills
- Basic proficiency in MS Office or similar software and experience using databases

Qualifications/Licenses

- A degree in law and, preferably, a tertiary qualification in economics, management, or other relevant field

Behavioural Capabilities

- **Personal effectiveness | Solving problems** | Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.
- **Team effectiveness | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual’s role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Code of Conduct and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter. Police check renewals may be required earlier than 3 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters