

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Compliance 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

Supports the introduction and effective implementation of the self-assessment questionnaire legislative compliance process using the Law Compliance legislative compliance service, as supported by RiskMan software, in Red Cross, under the general direction of General Counsel (Legal & Policy Unit),

Aims to embed legislative compliance management and reporting in Red Cross, using the Law Compliance service as supported by the RiskMan system

■ Position Responsibilities

Key Responsibilities

- under the general direction of General Counsel (Legal & Policy Unit), manages the effective introduction of Law Compliance's self-assessment legislative compliance questionnaire process for Red Cross, supported by RiskMan software
- in conjunction with RiskMan's implementation support, ensures that the Law Compliance /RiskMan system is understood and able to be applied by managers with legislative compliance responsibilities, both for updating and reporting purposes
- coordinates with Law Compliance and RiskMan as required in the configuration, development and implementation of RiskMan for Red Cross
- supports comprehensive and accurate reporting and information to assist managers with legislative compliance and reporting obligations

■ Position Selection Criteria

Technical Competencies

- project management skills
- an understanding of legislative compliance obligations across a diverse array of operations and activities, preferably in the not-for-profit sector
- an understanding of, and experience with, the Law Compliance/Health Legal legislative compliance service, or other legislative compliance software and processes
- an understanding of, and experience with, RiskMan software as used to support the Law Compliance/Health Legal legislative compliance system, or other legislative compliance software and processes
- highly developed organisational and time management skills

- basic proficiency in MS Office or similar software and experience using databases

Qualifications/Licenses

- Preferably, a tertiary qualification in law, economics, business/management, or other relevant field

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals.
- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **Team effectiveness | Managing change |** Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.
- **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 | 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