

POSITION DESCRIPTION – TEAM MEMBER

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| Position Title | Adviser – humanitarian and health sector engagement | Department | IHL |
| Location | Queensland (0.6FTE) | Direct/Indirect Reports | Nil |
| Reports to | Head of IHL | Date Revised | February 2020 |
| Job Grade | Job Grade 5 | | |

■ 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

National Red Cross and Red Crescent National Societies around the world have a core role to disseminate international humanitarian law (IHL) and the role of the International Red Cross Red Crescent Movement (Movement) and to assist their governments in ensuring respect for IHL. This is reflected in Australian Red Cross' strategic direction which includes IHL as a core pillar of work for the National Society.

Australian humanitarian and health care professionals are often deployed to places experiencing armed conflict. As sectors, they also have a role to play in influencing humanitarian and IHL discourse and policy within Australia. The Adviser – humanitarian and health sector engagement, is responsible for promoting greater understanding of IHL and their rights and obligations under these laws.

■ Position Responsibilities

Key Responsibilities

Promoting respect and understanding for IHL and the Movement

- Establish and develop strong, collaborative and strategic relationships and networks with key stakeholders in the humanitarian and health sectors.
- Develop engagement strategies for the IHL program in relation to the humanitarian and health sectors and ensure its consistent implementation across Australia. A particular priority is integrating 'IHL Best Practice' across the Australian humanitarian sector.
- Act as key liaison and progress ongoing work of the IHL program on matters relating to dissemination of IHL to humanitarian and health sectors.
- Provide ad hoc technical advice on IHL to other humanitarian organisations, as required and appropriate
- In collaboration with the National Training and Resources Coordinator, develop innovative, accessible and targeted training and resources for the humanitarian and health sectors, creating confident and engaged champions of IHL and the Movement.
- Assist all members of the department on questions relating to the operational role of humanitarian actors in armed conflict, including through the provision of research, opinions and advice.
- Work closely with Australian Red Cross International Programs across all areas of responsibility in the promotion of IHL in the humanitarian and health sectors.

- Oversee implementation of Australian Red Cross' 'Health Care in Danger' strategy and act as key liaison with the Movement on this file.
- Implement emblem protection strategies relating to emblem awareness education within health sector.
- Act as the primary contact point for the Queensland IHL Advisory Committee and health and humanitarian stakeholder representatives across the IHL Advisory Committee network.
- Support the International Programs Department, as required, to ensure that ARC delegates deployed to conflict zones understand and can apply IHL

Ensuring accountability and successful program delivery

- Support the Head of IHL and department staff with other tasks as required within the scope of Strategy 2020 and the IHL program strategy (eg. delivery of training such as Red Cross staff induction; and assisting with, attending and representing the department at IHL public events and other program activities within your State/Territory).
- Monitor and report on program activities and information in line with program monitoring and evaluation requirements and databases.
- Build a compelling evidence base for the IHL work of the National Society insofar as it relates to the humanitarian and health sectors.
- Engage and find opportunities for volunteers as appropriate and support locally based IHL volunteers including the Queensland IHL Advisory Committee.
- Foster and contribute to a committed, collaborative and connected IHL team culture, with a well-coordinated and consistent delivery of the national strategy in a virtual team environment.
- All work is directed by Strategy 2020 and its outcomes, and the goals and outcomes of the IHL program.

■ Position Selection Criteria

Technical Competencies

- Ability to think strategically and creatively.
- Ability to work autonomously and as part of a team in a matrix structure - demonstrating initiative, flexibility and willingness to collaborate.
- Experience in managing volunteers (highly desired).
- Excellent presentation and facilitation skills.
- Knowledge and understanding of the International Red Cross Red Crescent Movement an advantage.
- Well-developed diplomatic, persuasive and relationship building skills.
- The ability to come up to speed quickly, prioritise issues, & deal with tight deadlines.
- The ability to work with a range of diverse stakeholders, simultaneously.
- A commitment to the Fundamental Principles of Red Cross and a strong cultural alignment with the organisation.

Qualifications/Licenses

- Tertiary qualification in either legal, health, or humanitarian field
- Operational humanitarian experience in a complex humanitarian environment essential
- Operational experience with the International Red Cross and Red Crescent Movement a strong advantage
- Demonstrated practical understanding of international humanitarian law
- Current driver's licence
- Capacity to travel interstate for short periods of time and work outside of normal business hours

Behavioural Capabilities

- **ACHIEVE | Change, Adapt and Innovate | Improves processes or programs through demonstrating flexibility and innovation**

Accepts new ideas and change initiatives | Works to support the implementation of change locally | Understands how change impacts own role and adjusts activity accordingly | Adjusts to change positively | adapts work style to suit change circumstances

- **LEAD | Being Strategic | Identifies optimum strategic responses in a changing environment**

Aligns own work activities to Red Cross strategic goals | Ensures short term goals and objectives are achieved

- **LEAD | Manage Performance | Sets clear goals and expectations and is accountable for outcomes and behaviour**

Demonstrates a clear understanding of own role and the performance standards expected | Sets high personal standards | Sets clearly defined objectives for own role

- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**

Collaborates with team members to achieve shared outcomes | Actively participates in team decision making | Contributes to team outcomes | Demonstrates an understanding of the links between personal goals, team goals and organisational goals | Consistently participates in team building activities | Demonstrates effective team behaviours such as respect, integrity, honesty, trust and support

- **COLLABORATE | Engage and Influence others | Demonstrates appropriate engaging and influencing skills aligned with Red Cross objectives**

Establishes contact with others in response to specific needs | Builds relationships with external parties as required | Presents a point of view in a constructive and objective manner | Makes a strong positive personal impression on others

■ 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