

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Adviser – Red Cross People	Department	International Humanitarian Law
Location	Perth, WA	Direct/Indirect Reports	Nil
Reports to	Senior Adviser to Red Cross People	Date Revised	September 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0012765

### ■ Position Summary

Promoting International Humanitarian Law (IHL), or 'the laws of war', is a key priority for Australian Red Cross, one of 192 National Societies in the International Red Cross and Red Crescent Movement (the Movement). The Geneva Conventions and the Statutes of the Movement underpin the unique role of National Societies; how they work within the Fundamental Principles and their status as auxiliary to the public authorities in the humanitarian field.

Under the direction of the Senior Adviser to Red Cross People, and working closely with the IHL team, the Adviser to Red Cross People engages with Australian Red Cross staff, volunteers and members to promote understanding of the Movement, the unique role of the National Society and the Fundamental Principles. This understanding enables Red Cross people to use Red Cross ways of working to achieve the greatest humanitarian impact.

At its core, the Adviser to Red Cross People is responsible for championing and guiding what it means to be the Red Cross National Society in Australia and part of the broader Movement. The Australian Red Cross Strategy 2020 (extended to 2022) includes the goal of building an inclusive, diverse, and active humanitarian movement based on voluntary service. This requires significant engagement and understanding of all Red Cross people in the origins, role and mandate of the Movement, and critically, the active implementation and application of the Fundamental Principles. The role is primarily responsible for ensuring consistent and professional training and engagement of Red Cross people on these aspects of the Movement, the Fundamental Principles, and international humanitarian law.

### ■ Position Responsibilities

#### Key Responsibilities

##### Promoting respect and understanding for IHL and the Movement

- Establish and develop strong and collaborative relationships and networks with Red Cross People.
- Identify opportunities for the IHL Program to engage across the organisation on core Program priorities.
- Assist with the implementation of consistent IHL dissemination strategies for Australian Red Cross and the execution of Australian Red Cross IHL Action Plan commitments
- Assist in the co-design of resources to deliver innovative, accessible and targeted training and dissemination to Red Cross People, creating a workforce of confident and engaged champions of IHL, the Fundamental Principles and the Movement
- Collaborate with IHL Program colleagues and others to deliver IHL engagement activities aimed at Red Cross People

- As requested, assist other members of the IHL Program and broader organisation on questions relating to the application of the Fundamental Principles or the Movement, including through the provision of research, opinions and advice
- Assist Red Cross People to correctly use the protective emblem and provide advice on its use
- Act as local contact point and IHL adviser for Red Cross People in WA
- Work to achieve IHL Program priorities, including those contributing to Australian Red Cross Strategy 2020 (extended to 2022).

#### **Ensuring accountability and successful program delivery**

- Support the Head of IHL, Senior Adviser Red Cross People and IHL Program staff with other tasks in line with the Red Cross People Strategy or IHL Program priorities. Tasks may include the delivery of staff induction training and assisting with, attending and/or representing the IHL Program at public events
- Contribute to monitoring and evaluation of IHL Program activities and reporting on the implementation of the Australian Red Cross IHL Action Plan
- Assist in the recruitment, training, management and development of IHL volunteers in line with organisational and Program expectations
- Develop and grow collaborative relationships with other members of the IHL Program and relevant Australian Red Cross Departments, particularly the People and Culture and the Volunteering Directorates
- Foster and contribute to a committed, collaborative and connected team culture, with a well-coordinated and consistent delivery of the national strategy in a virtual team environment.

### **■ Position Selection Criteria**

#### **Technical Competencies**

- Ability to think strategically, creatively and innovatively
- Ability to use different online platforms to deliver training and navigate remote access to Australian Red Cross online systems
- Experience in managing volunteers
- Excellent presentation skills
- Well-developed relationship building skills
- Ability to work autonomously and as part of a team - demonstrating initiative, flexibility and willingness to collaborate
- The ability to come up to speed quickly, prioritise tasks and deliver on tight deadlines
- The ability to work simultaneously with a range of diverse stakeholders
- Capacity to travel interstate for short periods of time
- Capacity to work outside of normal business hours
- A commitment to the Fundamental Principles of Red Cross and a strong cultural alignment with the organisation

- Knowledge of Agile working practices (highly regarded)
- Knowledge and understanding of the International Red Cross Red Crescent Movement (highly regarded)

### Qualifications/Licenses

- Training in or demonstrated interest and understanding of international humanitarian law
- Current driver's licence
- Qualifications or training in policy, law or other relevant fields (highly regarded)
- Experience working for Australian Red Cross or other components of the Movement (as a staff member or volunteer) (highly regarded).

### 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. Accept responsibility for mistakes and learn from them.
- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **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.

### ■ 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 Ethical Framework 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 5 years thereafter. Police check renewals may be required earlier than 5 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.