

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Lead - Modern Slavery	Department	Operations (Corporate Services)
Location	Flexible	Direct/Indirect Reports	0 staff
Reports to	Compliance Manager	Date Revised	October 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 5	Job Evaluation No:	

■ Position Summary

The *Project Lead - Modern Slavery* will support the refinement of Australian Red Cross's ongoing response to the introduction of the Modern Slavery Act and ensure our current and future reporting obligations are met to a high standard. This role will sit within Red Cross' Corporate Services - Operations team. The *Project Lead – Modern Slavery* will be responsible for overseeing the Red Cross Modern Slavery Act implementation strategy and leading associated projects, including working with multiple internal stakeholders to assess and mitigate the risk of modern slavery in our operations and supply chains. The *Project Lead – Modern Slavery* will work across the various departments of the organisation to successfully undertake this work.

■ Position Responsibilities

Key Responsibilities

- Review Australian Red Cross' current Modern Slavery Act implementation strategy, assess in relation to relevant advice such as government guidance to reporting entities and legal advice, and amend accordingly.
- Lead on the implementation of the Red Cross Modern Slavery Act implementation strategy.
- Leading the roll-out of the Red Cross Modern Slavery Questionnaire to suppliers, using a risk-based approach. Collate responses to Modern Slavery Questionnaires and operationalise follow up processes.
- Review and update our draft framework for responding to and assisting our high-risk suppliers to meaningfully reduce the risk of modern slavery in their supply chains.
- Engage with high-risk suppliers according to our finalised response framework.
- Support the delivering of internal and external modern slavery training and awareness raising activities.
- Map Modern Slavery educational requirements across Red Cross and develop initiatives in response.
- Support the introduction of uniform screening of all organisations with which we intend to collaborate.
- Liaise with Lifeblood on their Modern Slavery Act implementation strategy.
- Chair and facilitate the Modern Slavery Act Working Group and advise the Modern Slavery Act Steering Group.
- Draft Executive and Board updates regarding the progress of Red Cross towards meeting its Modern Slavery Act requirements.

- Coordinate all internal and external communications in relation to the implementation of the Commonwealth Modern Slavery Act.
- Coordinate the drafting of ARC's first Modern Slavery Statement, seek relevant feedback/review and approvals.
- Create and embed an annual process for Red Cross to meet its progressive Modern Slavery reporting requirements into the future (aligned with Red Cross future focus work and strategic planning).
- Collaborate on other strategic projects related to modern slavery as required.

■ Position Selection Criteria

Technical Competencies

- Demonstrated project management experience.
- Demonstrated experience working with procurement policies and an understanding of procurement practices. Experience analysing supply chains is desirable, but not required.
- Proven ability to work effectively across multiple functions and thematic areas within a large organisation and collaborate effectively with a diverse range of internal and external stakeholders.
- Knowledge of good practice in relation to business and human rights.
- Proven ability to develop high quality policy briefings, position papers and reports.
- Proven ability to influence internal stakeholders.
- Sound understanding of the Australian Red Cross, the broader Red Cross Movement and of its approaches and humanitarian diplomacy.
- Proven capacity to be flexible, adaptive and resilient and to work independently in a self-directed manner.
- Demonstrated cultural competence and the ability to work with people from diverse backgrounds and in different locations.

Qualifications/Licenses

- Relevant tertiary qualifications or equivalent experience in related fields.

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.
- **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 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