

## POSITION DESCRIPTION – TEAM LEADER

Position Title	Information Systems and Compliance Lead	Department	International Programs and Movement Relations
Location	North Melbourne	Direct/Indirect Reports	Up to 2
Reports to	Head of International Operational Support	Date Revised	Oct 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 6	Job Evaluation No:	HRC0024789

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

The Information Systems and Compliance Lead is responsible for enabling a sound reporting and compliance environment. Through facilitating good practice use of the Project Information Management System (PIMS), the role will ensure the effective and efficient use of the electronic document management system across the International Programs and Movement Relations Department. The role will coordinate internal and external reporting processes and undertake continuous horizon scanning to ensure Australian Red Cross International Programs meets its legal, contractual, accredited and ethical obligations across all programs and stakeholders. The position will also support our risk management and compliance systems.

In line with Australian Red Cross requirements, this position is the Information Custodian of the department and accountable for its security.

### ■ Position Responsibilities

#### Key Responsibilities

- Lead the team to ensure compliance with all Red Cross policies including Workplace Health and Safety
- Lead the ongoing development and administration of Project Information Management System (PIMS) within the International Programs and Movement Relations Department.
- Review, maintain, analyse, and improve documents management and workflow processes supported by PIMS repository
- Stay abreast of and advise the International Programs Department on relevant business systems and compliance trends and how new (within PIMS) and existing tools can be used to improve current processes.
- Be an internal champion for the effective utilisation of relevant business systems and collaborative practices.
- Ensure contracts with donors and partners are reviewed and managed efficiently and effectively through sound contract management practices, including management of specific controls and risk mitigation such as counter-terrorism screening.

- Demonstrate the values and behaviours of the Australian Red Cross Ethical Framework, providing support and guidance to International Programs on ACFID, sector, legal and donor compliance requirements; including the areas of Child Safeguarding and Protection against Sexual Exploitation and Abuse.
- Support and assist internal and external audit process relating to International Programs and project manage the implementation of recommendations arising and reporting requirements including ACFID Code of Conduct reporting and DFAT Due Diligence activities.
- Take a lead role in risk management, audit and quality assurance functions.
- As Information Custodian, lead the department to meet the obligations of ARC-wide Trust Initiative.
- Lead the team to ensure compliance with all Red Cross policies including Workplace Health and Safety
- Ensure Australian legislative issues are considered in international compliance and security frameworks.
- Contribute to Movement-wide initiatives to streamline processes including compliance.
- Coordinate internal and external reporting and annual proposal processes
- Liaise with other directorates across ARC to understand their information needs and work with relevant International Programs colleagues to meet these.
- Coordinate International Programs annual planning and reporting processes (internal and external).
- Work with other departments within Australian Red Cross including IT, Strategy and Performance, Legal and Risk to ensure a One Red Cross approach to document and process management, facilitating transformation, change, and/or improvements to deliver successful and significant business outcomes.
- Build and maintain supportive working relationship across the International Program Team, Australian Red Cross and external contractors.

## ■ Position Selection Criteria

### Technical Competencies

- Demonstrated understanding of whole-of-business issues as they apply to systems at all levels.
- Knowledge of reporting compliance systems and frameworks, risk management processes and procedures.
- Experience with electronic document management systems.
- Strong planning and reporting skills.
- Ability to network and work collaboratively with a variety of stakeholders – internal and external
- Demonstrated capability in developing skills and capacity in effective contract and risk management and compliance.
- Strong communication and interpersonal skills.

### Qualifications/Licenses

- Relevant tertiary qualifications, skills and/or experience in information management, compliance or risk.

### Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Solving problems** | Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.

- **Team effectiveness | Collaborating** | Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- **Organisational effectiveness | Innovating and improving** | Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.
- **Organisational effectiveness | Managing risk** | Demonstrated ability to manage resources without compromising service quality. Ensuring the team understands the relevant policies and procedures to achieve goals and manage risk appropriately.

## ■ 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