Australian Red Cross

Our vision

Trusted as the leading humanitarian organisation making a genuine difference in the lives of people and communities.

Our purpose

Bringing people and communities together in times of need and building on community strengths.

We do this by mobilising the power of humanity.

Our Fundamental Principles

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality
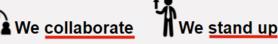
Our Values

We are part of a movement.

We Respect

As humanitarians, we put people first, listening to, understanding and respecting each other.

We aspire

We are curious, optimistic and we learn, because we want to do and be better.

We collaborate

We achieve our best by bringing people together on shared goals.

We stand up

We face challenges and opportunities with courage and compassion.

We deliver

We take ownership of delivering on our goals and make genuine impact.

https://www.redcross.org.au/

At Australian Red Cross we:

- Adhere to the 7 fundamental principles of Red Cross
- Act at all times in accordance with Australian Red Cross Ethical Framework and Child Protection Code of Conduct and applicable policies
- Are committed to protecting the rights of all people, particularly those who may be experiencing vulnerability. We want the people we work with to feel safe, be safe and free from abuse of any kind. We are a child safe organisation. We have zero tolerance for child abuse. We value, respect, and listen to children and are committed to supporting child safety and wellbeing in our work
- Demonstrate skill, knowledge, and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Are committed to building a culture informed and characterised by the principles of diversity, equity, inclusion, and belonging. Australian Red Cross people are supported to understand and embed these principles into their leadership of self, others, teams, and workflow

Position Description

Position Title	**Strategy & Influence Coordinator**	Department	Emergency Services
Location	Adelaide	Direct/Indirect Reports	Up to 8 Reports
Reports to	State Manager, Emergency Services	Date Revised	April 2022
Industrial Award	Social, Community, Home Care and Disability Services Industry		
Award Level	5	Red Cross Job Grade	5
Job Level	Team Leader	Job Evaluation No:	HRC0067308
Special Measures			

Position Summary

This critical leadership role within the SA Emergency Services team will lead projects, influencing and advocacy activities and partnerships across the state with the ultimate aim to support communities to prepare for, respond to and recover from disasters and other significant emergencies. The role is a key member of the SA Emergency Services Leadership Team, reporting to the State Manager, Emergency Services, and will demonstrate leadership within and support growth, development, and delivery across the Emergency Services program in South Australia.

As the functional lead for Red Cross Emergency Services community disaster resilience work in South Australia, the incumbent is directly responsible for project/program delivery within their functional area as detailed in the key responsibilities for the position, including leading and supporting staff and volunteers to achieve program outputs and outcomes.

Position Duties

Key responsibilities/accountabilities

- Manage the delivery of a range of strategic resilience projects, including driving best practice design, implementation and development, project management, monitoring and evaluation, and reporting.
- Actively drive and pursue growth opportunities, develop project concepts and funding applications and establish new initiatives, to achieve growth in line with organisational strategic goals and ambitions.
- Support the State Manager, Emergency Services in leading the development of Red Cross Emergency Services strategic, operational plans and program development including taking an active role in national working groups and teams.
- Develop excellent, and strengthen existing, relationships with government, non-government and community stakeholders. Undertake stakeholder mapping and engagement planning in support of this.
- Plan, and undertake appropriate engagement and influencing activities, representing Red Cross externally, to advocate for community needs and in support of Red Cross Emergency Services strategic objectives and advocacy priorities.
- Lead, support and coach team members to achieve targets against Red Cross' strategic and operational plans, and in support of professional development outcomes and a reflective and learning culture.
- Undertake a range of management functions relating to staff, including recruitment, support and supervision, performance management and annual Performance Review and Development processes.

- Foster a constructive and inclusive volunteering culture, with a strong commitment to supporting voluntary service within Red Cross program delivery, and the ongoing development and recognition of volunteers.
- Prepare budgets in liaison with the State Manager, Emergency Services, and monitor and manage costs/expenses and the achievement of revenue targets within approved budget parameters.
- Ensure compliance within team with all Red Cross policies including the Ethical Framework, Child Protection Code of Conduct, Risk Management, and Workplace Health and Safety.
- Undertake emergency response leadership roles as requested by the State Manager, Emergency Services (including outside business hours) and undertake relevant training.
- Act as State Duty Officer (outside business hours) as required.
- Undertake other tasks as reasonably directed by the State Manager, Emergency Services.

Key relationships

- State Manager, Emergency Services
- Government, non-government and community stakeholders

Person Requirements

Key Behavioural and Technical Capabilities

- Excellent interpersonal and stakeholder engagement skills with the ability to build and maintain strong relationships and influence at various levels both internal and external to Red Cross, and to effectively manage conflict.
- Demonstrated ability to identify, pursue and create opportunities for organisational growth, in line with strategic growth priorities.
- Excellent project management skills, including design, analysis, implementation and evaluation.
- Demonstrated ability to effectively deliver on competing priorities in a fast-paced, dynamic and changing environment and with a range of stakeholders.
- Highly developed oral and written communication skills, including business writing and public speaking.
- Ability to demonstrate judgement, initiative and decision making in the absence of clearly defined procedures and processes.
- Analytical, problem solving and decision-making abilities, including in a high-pressure environment.
- Highly developed ability to exercise adaptive and effective leadership, and to actively drive the development of a constructive team and organisational culture,
- High level proficiency in administrative operations and IT systems.
- Understanding of Emergency Management arrangements, concepts, policies and principles (desirable).
- Understanding and experience in community resilience, community development, and/or social recovery, including implementing community-led approaches which empower and build capacity in communities (desirable).
- Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.
- Demonstrated ability to effectively manage the emotions and behaviours of self and others to lead teams to achieve results. Ability to monitor and manage stress levels and provide support to teams.
- Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.
- Demonstrated capability to take ownership of work and use initiative to deliver results. Ability to set performance standards for teams and provide coaching and feedback to ensure standards are met.
- Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.

- Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.
- Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.

Qualifications

- Relevant tertiary qualifications and/or equivalent experience in Emergency Management, Social Sciences, Community Development or other related field.

Wellbeing, Health and Safety

It is our vision to be harm free and committed to providing and maintaining a safe and healthy environment for volunteers, members, staff, contractors, clients, customers, and others who may be involved in our work. Our Wellbeing Health and Safety direction is aimed at building a 'safety mindset' into our daily work, assessing and reducing risk, reporting hazards and incidents, and providing Red Cross people with a positive, healthy workplace.

- Identify and understand the current and future risks involved in undertaking your role and service delivery activities, then competently manage those risks so that everyone is safe
- Comply with the Work Health and Safety management system

Key Job Requirements

Licenses/compliance screening

Screening is required prior to commencement. Renewals may also be required during your employment in order to comply with specific contractual or legislative requirements.

A clearance to work with children	Yes
Driver's License	Yes
A clearance to work with vulnerable adults	No
Police check	Yes - every 5 years
National Disability Insurance Scheme (NDIS) check	No
Evidence of up to date* vaccination against COVID-19	Yes

A clearance to work with children is required for this role as it includes direct contact with children due to the requirements of the position and/or the nature of the work environment.

*As per latest definitions by the Australian Technical Advisory Group on Immunisation (ATAGI), or who have a medical exemption based on ATAGI guidelines