



Position Description

Title:	Policy and Risk Officer
Role Type:	Part-Time (15 hours per week – flexible working times)
Reports to:	Programs Director - Edmund Rice Foundation
Based at:	Nudgee College, Boondall, Brisbane

Position Purpose:

The purpose of the position of the Policy and Risk Coordinator is to:

- Support ERFA's Programs Director and Compliance Officer in policy development, reviews, research, due diligence and compliance
- Provide support with development and administration of ERFA's risk analysis and reporting systems for Monitoring, Evaluation & Learning (M&E) of international and domestic programs
- Support the development of resources, delivery and administration for policy training for staff and partner programs
- Undertake policy related administration to ensure effective policy management and compliance

Responsibilities

- Develop and maintain a comprehensive understanding of the compliance environment within which ERFA operates including Australian Council for International Development (ACFID) Code of Conduct and Australian government regulations.
- Undertake research and provide input to ERFA's policy development and reviews, supporting ERFA's Programs Director and Compliance Officer.
- Assist with program partner and supplier due diligence assessment including undertaking checks of individuals and organisations against Australian government proscribed lists.
- Contribute to maintaining ERFA's accreditation and compliance (e.g. ACFID and Australian government) through external processes.
- Assist with the development of processes and systems to ensure partner programs report on and meet compliance requirements.
- Administer processes for policy breaches/complaints/reports and maintain reporting registers ensuring matters are dealt with according to prescribed timeframes.
- Research and support the assessment of risk in relation to countries of operation (including Australia) and individual programs.
- Assist with the development of resources for staff recruitment and induction processes relating to policy and compliance.
- Assist with the development of documentation, presentation materials and provision of support for staff and partner training on policy, risk assessment and risk mitigation.
- Support the Programs Director in scheduling policy, risk and compliance training and maintain training registers.
- Undertake policy related administrative tasks as required including but not limited to:
 - Maintaining a policy register for ERFA's Board and Management
 - Ensuring an appropriate schedule of review of existing policy is established and implemented
 - Ensuring policy compliance for events and immersions including risk mitigation, child protection, insurance, etc.

**Skills & Competencies required:**

- A strong desire to work in the “for purpose” (or “not-for-profit”) sector
- Passionate about compliance and risk management
- Experience conducting research
- Excellent written and verbal communications skills, including experience writing and editing policy or research reports
- Ability to be adaptable and work within a small, collaborative team, and cross-functionally as well
- A strong commitment to ERFA’s values and approaches to development
- Strong software skills in Word and Excel and preferably other Microsoft software
- A high degree of initiative and self-drive
- Advanced time management skills and ability to meet deadlines
- Genuine desire to contribute positively to an organisation that makes a real difference
- A caring disposition with the ability to display kindness and empathy in all dealings

Availability

- Be available to maintain regular contact with the Programs Director of Edmund Rice Foundation
- Be able to participate in meetings as required

Work Conditions

- An office based at Nudgee College, Brisbane.

Reporting and other Relationships:

- The position reports to the Programs Director, or their delegate(s), who in turn is responsible to the CEO.