Position Title:	Associate Manager, Safety and Security
Location:	Carlton, but partial work from home option are available after initial induction period
Reports to:	Manager, Strategy & Risk
Direct Reports:	None
Classification:	Level 2 – 3
Employment type:	Full time, fixed-term (6 months)
Last update:	January 2021

RedR Australia

RedR Australia is a not-for-profit humanitarian organisation that relieves suffering in natural disasters and conflict by:

- Maintaining a humanitarian roster of highly skilled personnel to deploy to host organisations when disaster strikes;
- Providing humanitarian training to professionals and technical experts who wish to participate in humanitarian work and to aid workers to enhance their skills.

Position Summary

The Associate Manager, Safety and Security role forms part of the Risk, Safety and Security function which supports the Australia Assists Program, FCDO and other deployments, and RedR Australia's own fee for service training activities within the not-for-profit sector.

Reporting to the Manager Strategy & Risk, the role will work closely with internal stakeholders, implementing the policies and standards affecting safety and security domestically and overseas. The incumbent will ensure security protocols and mechanisms are implemented, and that all related administration is carried out in an accurate, timely and efficient manner. They will also contribute collaboratively to the ongoing evolution of policies, systems and processes within the Risk, Safety and Security team.

The Associate Manager, Safety and Security role will build positive relationships with key international partners including UN Agencies, DFAT Posts and other host organisations and be a key contact for both internal and external stakeholders. They will deputise for the Manager, Strategy & Risk during periods of international deployment and holidays.

Occasional short-term overseas travel may be a requirement of the role.

Key Responsibilities

Risk, Safety & Security

- Provide support to the timely and accurate delivery of professional:
  - Security/risk assessments;
  - Scenario planning;
  - Crisis/contingency planning;
  - Other safety/security-related matters as required.
- Support the Manager, Strategy & Risk by obtaining relevant security and risk information from partner agencies and organisations, creating and maintaining an audit trail for this information.
- Conduct pre-deployment briefings to outgoing deployees, as well as acting as a secondary focal point for internal risk/safety/security queries.
- Critically analyse the credibility and reliability of information from a range of sources and advise accordingly.

- Research, compile and periodically review Country Notes for each of the countries in which RedR deployees, contractors and/or staff are operating.
- Manage RedR Australia's remote worker management software, Gap Guardian, maintaining and building upon RedR's GIS by logging relevant security incidents and organisational assets.
- Provide exceptional customer service throughout the deployment cycle, ensuring delivery of timely and accurate information and support.
- Monitor and facilitate timely incident reporting as outlined in Incident Reporting Policy, including maintenance of the organisation's Incident Log: House on the Hill. This will involve discretion in the handling of sensitive and/or personal information.
- Liaise with relevant stakeholders during critical incidents, as required.
- Support the Manager, Strategy and Risk in the ongoing provision of appropriate insurances for the organisation.

Program Coordination

- In consultation with the Manager, Strategy & Risk, participate in the review and implementation of improved risk, safety and security processes.
- Maintain and produce statistical information and targeted security/risk reports as required.
- Support the RedR regional offices in Amman and Suva, including with all relevant registration, documentation and insurance queries.
- Continue to contribute and implement localisation, disability inclusion and gender equality strategies, including in the maintenance of equitable risk, safety and security policies and processes.
- Effective document management including archiving of risk, safety and security files.
- Conduct risk, safety and security monitoring visits to the field as required.
- Provide additional support across the organisation as directed/required.

Stakeholder Liaison

- Establish and maintain positive relationships with UN agencies and other host organisations in order to facilitate the timely flow of risk, safety and security information.
- Liaise with the Deployments Team to ensure seamless and consistent management of risk, safety and security events.
- Liaise with the Training Team on relevant training-related matters and ongoing process improvements.
- Liaise with the Finance Team to ensure continuous improvement of relevant systems and processes, including provision of close support to organisational tenders for appropriate insurances to minimise financial exposure.
- Participate with other humanitarian and industry actors in relevant forums within Australia as required.

Team Effectiveness

- Working as part of the immediate team, contribute to the development of team goals and plans.
- Working as part of the team in an ethos of collaboration, co-operation, respect and mutual support.
- Support for, and on-going development of, an environment based on shared accountability and effective knowledge sharing.
- Actively participate in team meetings, work plan process, performance appraisal process; adhere to staff guidelines and comply with OHS standards, setting an example to others in adherence to safety/security practice.

Qualifications, Knowledge, Experience and Essential Requirements

Qualifications and Essential Requirements

Essential:
- Relevant professional experience.
- High emotional intelligence and a collaborative working style
- Willing to undertake occasional short-term travel interstate and internationally where required.
- Have a right to work in Australia and be willing to complete a satisfactory Police Check.

Other Special Requirements:
- Due to the nature of the role, the incumbent may undertake additional after-hours work and travel on weekends. Work life balance is important to RedR Australia, and our time off in lieu policy helps to ensure this.

Knowledge and Experience

Essential:
- Solid experience in providing operational support to international humanitarian/development programs and/or similar risk/safety/security operations
- Understanding of and commitment to the mission, vision and values of RedR Australia within the humanitarian not-for profit sector.
- Understanding of the work of UN agencies and/or the practical considerations of field deployments.
- Strong organisation skills, with operational experience working accurately and to deadlines, as well as a proven ability to solve complex problems using own initiative.
- Excellent stakeholder engagement and ability to liaise effectively with key partners.
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as transfer knowledge and skills.

Desirable:
- Experience and understanding of the not-for-profit humanitarian and development sectors is advantageous, but not essential.
- Commitment to and experience in monitoring the welfare and security of deployees in the field.
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Skills and Attributes

The occupant of this position must exhibit the following:

- Excellent interpersonal, written and verbal communications skills.
- Ability to work independently, demonstrate initiative and creativity, be resourceful and work effectively in a fast-paced environment.
- Excellent organisational management skills and proven ability to meet deadlines.
- Advanced computer skills in Microsoft suite

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position. This position description may be modified from time to time to reflect organisational changes. Any changes will be discussed and agreed with the position holder/ incumbent.

Position Holder: Name   _____

                     Signature   _____   Date   /   /

Supervisor: Name   _____

                     Signature   _____   Date   /   /