

# Grant Compliance Manager Position Description

<b>Reporting to:</b>	Head of Award Management and Compliance	<b>Work location:</b>	Australia, flexible
<b>Department:</b>	International Programs	<b>Budget holder:</b>	No
<b>Team:</b>	International Programs	<b>Direct reports:</b>	Nil

## Role Purpose

The role will support assessment of Save the Children Australia's processes and systems for award management, oversight and compliance to deliver quality programs that meet the requirements of Save the Children Australia, Save the Children International, the ACFID Code of Conduct and key donors.

This 12-month position will support the Head of Awards and Compliance to promote and instil a coherent understanding of good compliance practice at Save the Children Australia as well as to identify issues and risks.

This role will play a key role in coordinating with Global and Pacific Programs and Offices, Operations, Human Resources, Enterprise Risk and other departments to ensure our programs meet internal and external standards for programmatic audits and that all functions have a clear understanding of issues and risks in relation to compliance.

It will support assurance of uniform implementation across functions and donor accounts, with a focus on programs supported by key donors such as the Department of Foreign Affairs and Trade (DFAT).

## Key Areas of Accountability

### Role requirements

- Apply an effective project management approach to conduct a comprehensive review of current policies, processes and systems against donor compliance and accreditation criteria.
- Identify compliance gaps and provide practical recommendations to improve SC Australia's procedures, systems and policies to ensure alignment with donor requirements and the ACFID Code of Conduct, with specific attention to risk, partnerships and localisation.
- Engage with key stakeholders including the Executive, Board Members and cross-functional stakeholders to coordinate and monitor SC Australia's ongoing preparation for donor accreditations, including with DFAT.
- Provide periodic updates to accountable senior management.
- Coordinate preparation and submit required reports and responses with applicable evidence and supporting documentation to confirm compliance with donor requirements and accreditation criteria.
- Work with SC Australia personnel and country and regional offices to ensure Save the Children and due diligence requirements are effectively communicated and understood by field teams and implementing partners.
- Increase the quality of SC Australia's work on compliance (and our impact for children) by assisting to drive a consistent approach to compliance across teams and offices (interpretation, tackling issues, tracking risk, etc).
- May provide training in knowledge management systems to ensure resources, learning materials and evidence of good practice are well maintained and accessible.

### Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

#### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

#### **Person Specification**

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##### **Essential knowledge or experience**

- A proven operational understanding of how development and humanitarian programs work and the ability to make the link between compliance and program management and operations.
- An understanding of Australian Government development and humanitarian program culture, systems and procedures, and the application of Australian Government compliance and policy requirements in international programming and grant administration.
- Experience in managing and responding to programmatic and financial audits.
- Demonstrated understanding of governance, financial and operational risk in non-government organisation settings, from opportunity to close-out.
- Experience in grant and knowledge management systems.
- Outstanding communication, negotiation and writing skills, including maintaining effective working relationships with internal stakeholders and cross-cultural communication.
- Demonstrated high-level organisational and time management skills, including the ability to manage workflows and balance competing priorities to meet deadlines.
- Self-driven, with the ability to take a pro-active approach, work on own initiative, solve problems and think creatively in a changing environment.
- A commitment to gender equality and programs that empower women and girls and a commitment to the protection of children and the prevention of sexual harassment, exploitation and abuse.

##### **Desirable knowledge or experience**

- Experience with DFAT accreditation and the ACFID Code of Conduct and key policy areas.
- Ability to identify and manage organisational and operational risks, including an understanding of the practical application of risk and fraud management policies and requirements, and the good judgment to manage and advise on sensitive issues that may involve reputational risk.
- Experience of working on ANCP and other DFAT-funded programs, from opportunity to close-out and audits.
- Familiarity with agile project management tools such as Click-Up.
- Experience in training and development of guidance, learning materials and tools to support the delivery of programs in accordance with internal and external compliance requirements.

##### **Required qualifications and/or accreditations**

- A post-graduate degree in a relevant discipline will be highly regarded

#### **Additional Information**

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- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

**Driver's Licence:** Not required    **Travel:** Some travel may be required  
**Working with Children Check:** Required    **Assets:** Nil