

## POSITION DESCRIPTION

Position Title	Risk and Compliance Advisor
Time Commitment	Part time, permanent (0.6 FTE)
Award Classification	SCHADS 5
Location	Level 4, 333 Queen St Melbourne. Hybrid WFH and office

### ABOUT THE ORGANISATION

IWDA is an Australia based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

**VISION:** Gender equality for all

**PURPOSE:** To defend and advance the rights of diverse women and girls

**VALUES:** Feminist, Accountable, Collaborative, Transformative

#### STRATEGIC GOALS 2025:

1. Resource and contribute to a resilient and vibrant feminist movement, primarily in the areas of freedom from violence and power, leadership and civic space
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be at the partnerships across the Majority and Minority worlds. This means we seek to understand and leverage our locational power so that we know when to:

**STEP UP** and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

**STAND WITH** feminist movements in solidarity and amplify the work of global south actors

**STEP BACK** when others are better placed to take the lead

**SIT WITH** uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

Our [2025 Strategic Plan](#) outlines a third way between the models of women's funds and international development NGOs.

*International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (cis or trans).*

*The successful candidate will work closely with our partner organisations based in the Pacific and South East Asia, to meet the specific needs of women in those regions. Accordingly, IWDA seeks applications from women (cis or trans) with lived experience in the Pacific or South East Asia; that is, from individuals who are native to a culture of the Pacific or Asia including to an Indigenous culture in a settler society in the Pacific.*

*Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.*

#### POSITION SUMMARY

Working in collaboration with teams across the organisation, and under the guidance of the Operations Manager, this newly-created role takes ownership of the development, implementation, and ongoing evaluation of risk and compliance systems and processes to support IWDA's effectiveness and sustainability.

The Risk and Compliance Officer takes a lead role in managing risk and compliance processes across the organisation. With support from the Operations Manager and the Executive Leadership Team, the role will improve and rollout efficient and robust risk and compliance measures across IWDA and support our diverse staff to use these consistently. The role will also create processes to monitor and evaluate our use of these systems.

This role will work collaboratively within the multi-disciplinary People, Finance & Operations team.

#### KEY RELATIONSHIPS

Reports to: Operations Manager

Manages: NA

Internal: Executive Leadership Team and CEO; CEO Executive Assistant; Finance Team; Finance, Risk and Audit Committee (FRAC); People, Finance & Operations team, staff and volunteers

External: Australian Charities and Not-for-profits Commission (ACNC), Department of Foreign Affairs and Trade (DFAT), Australian Council for International Development (ACFID) and International Aid Transparency Initiative (IATI)

#### KEY RESPONSIBILITIES

##### Business Operations

- With the support of the Operations Manager, lead the development of integrated processes, practices and systems to ensure IWDA can efficiently identify, monitor and record risks across the organisation's business, including capture of risks identified by the Executive Leadership Team
- Actively manage and mitigate risks across the organisation through robust systems, processes and communication, including initiating and guiding quarterly risk reviews with the Senior Leadership Team
- Initiate and guide annual review of IWDA's Enterprise Risk Assessment Matrix Support delivery of relevant training to staff as required and within the scope of the role

##### Legal affairs, risk & compliance

- Alongside the Operations Manager, coordinate the development and implementation of robust and consistent contracting and procurement processes across the organisation, ensuring integrity of all IWDA contracts
- Ensure the adherence to IWDA's risk suite documentation across the organisation
- Ensure adherence to organisational policies and procedures and integrity of corporate systems
- Lead mandatory compliance-related activities across the organisation, including preparation for and during ACFID and DFAT accreditation
- Support the Operations Manager and Company Secretary to ensure full sector compliance including with ACNC, DFAT, ACFID and IATI
- Coordinate IWDA's risk management and assessment process, including annual risk review, business continuity and crisis management
- Prepare risk documentation for quarterly FRAC meetings

### Culture, Collaboration & Leadership

- Model IWDA's values and behavioural competencies at all times
- Model and drive positive risk and safety culture
- Work collaboratively within the People, Finance & Operations team to achieve organisational goals
- Contribute to organisational monitoring, evaluation and learning (MEL)
- Develop and maintain effective external relationships with key stakeholders, including industry regulators, peak bodies, business partners, key suppliers and other relevant parties
- Serve and promote IWDA's interests, reputation and goals
- Collaborate with the Operations Manager to ensure that IWDA's operational costs are within budget

### Learning & Growth

- Demonstrate continuous learning and improvement, individually and as part of the People, Finance & Operations team
- Role model feminist ways of working in respect to IWDA's cultural transformation project (River of Change), to inspire and encourage a growth mindset approach to change
- Identify own knowledge and experience gaps and proactively seek expertise in others
- Model a learning and growth mindset across the People, Finance & Operations team
- Model a solutions-focused culture across the People, Finance & Operations team

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

### SELECTION CRITERIA

#### Technical Experience

##### Essential

1. Qualification in risk and compliance or related discipline
2. Demonstrated success improving risk and compliance processes for organisational effectiveness and efficiency
3. Proven success in risk and compliance in a similar role
4. Ability to ensure organisational contract integrity and consistency
5. Desire to contribute to the IWDA vision, values, goals and strategies
6. Demonstrated success working collaboratively in multi-disciplinary teams and building positive cross-team relationships
7. Demonstrated relationship building and stakeholder management skills and experience

#### Behavioural Competencies

- Acting with Transparency
- Judgement & Decision Making
- Building Trusting Relationships
- Managing Work & Quality
- Valuing Diversity
- Collaborating for success
- Empowerment
- Learning, Improving & Adapting

### GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's Values and Behavioural Competencies
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct
- Undertake police check prior to commencement and every two years thereafter

**TRAVEL REQUIREMENTS**

Not applicable