

Position Description: Manager, Programmes

About us

The Global Compact Network Australia (GCNA) is the Australian, business-led network of the UN Global Compact. As the principal sustainability initiative in Australia, the GCNA brings together participants of the UN Global Compact, including a number of Australia's leading companies, civil society organisations and universities, to advance responsible business and the private sector's contribution to sustainable development. Our activities guide businesses on how a principles-based approach to doing business that advances the UN Global Compact's Ten Principles and contributes to sustainable development drives long-term business success.

As a special initiative of the UN Secretary-General, the UN Global Compact is the world's largest corporate sustainability initiative, with over 10,000 participating businesses and 3,000 non-business organisations based in over 160 countries, and supported by more than 60 local networks. The initiative revolves around ten universal principles across the areas of human rights, labour, environment and anti-corruption that are drawn from four key international instruments, in addition to facilitating cooperation and collective action in support of UN Sustainable Development Goals (SDGs).

About the role

Reporting to the Head of Programmes, the Manager, Programmes role is a newly created role to primarily support the implementation of the Bribery Prevention Network (BPN), the delivery of the GCNA's anti-bribery and corruption and governance activities and provide additional support to the GCNA team to deliver its commitments under its grant with the Department of Foreign Affairs and Trade.

To be considered for this role, you must have excellent time management skills, including the ability to prioritise workload, have proven interpersonal and stakeholder engagement skills and be an effective communicator. The role will require liaising with numerous stakeholders across all levels of an organisation, undertaking research and distilling complex information into a format that is accessible for broad consumption. The successful candidate will be a self-starter, have the ability to work autonomously and in a small and dynamic team and be passionate about promoting responsible business practices. Strong research skills and a solid understanding of the legal, regulatory and legislative environment underpinning bribery and corruption is required. This role is an initial 12-month contract.

Bribery Prevention Network

The Bribery Prevention Network (BPN) is a public-private partnership aimed at providing an online resource to businesses to detect and prevent domestic and foreign bribery. The BPN will establish a central repository of resources for Australian companies. It will be an easily accessible source for reliable and relevant resources curated by Australia's leading anti-bribery experts. The BPN is overseen by a Steering Committee of representatives from business and the host organisation, alongside government and civil society advisors with a common vision of raising the bar, the prevention of bribery, and promoting a culture of compliance.

Core responsibilities will include but are not limited to:

- Management, coordination and delivery of the Bribery Prevention Hub: this includes financial management (i.e. managing the budget, financial reporting and future contributions and

investments), and the day to day management of the website.

- Budget management and reconciliation of accounts.
- Work alongside the GCNA's Head of Programmes and Communications and Events Coordinator to deliver on the first three phases of the BPN, including the launch of the BPN hub, website content and associated events and activities.
- Work with the Communications and Events Coordinator to ensure that the BPN's communication strategy and events are delivered on time and within budget and serve to promote the BPN Hub.
- Project lead for the Editorial Committee including managing the meetings, liaising with key Committee stakeholders and undertaking research to identify materials that can be used to help Australian organisations to prevent, detect and address bribery and corruption including international and Australian business and government resources.
- Recommend, collate and organise the most practical, reliable and relevant resources that can be accessed by Australian organisations, with a focus on small to medium sized enterprises on the BPN, for approval by the Steering Committee.
- Identify any copyright restrictions or permissions required for the materials to be hosted on the BPN Hub.
- Work collaboratively with the Steering Committee, Working Groups and all contributing organisations.
- Advocate for and disseminate information and relevant communications relating to the Bribery Prevention Hub by working closely with the Communications and Events Coordinator.

Publications and Events:

Core responsibilities will include but are not limited to:

- Write content, including briefing documents, for anti-bribery and corruption and governance publications and activities (i.e. Australian Dialogue on Bribery and Corruption).
- Lead on the development, research, writing and delivery of an anti-bribery and corruption business publication.
- Support the GCNA team in the delivery of flagship events (i.e. Making Global Goals Local Business, Sustainable Finance Forum).
- Support the Head of Programmes and Executive Director on the delivery of a range of publications – topics may range from Human Rights, Climate Change and Inclusion.
- Other tasks that may be directed (i.e. assisting the GCNA team with specific marketing/communications projects that may arise).
- Other general administrative and office management duties as required.

Key selection criteria

- Professional experience and knowledge of bribery and corruption legislation in Australia and its applicability to business is integral, with understanding of overseas legislative frameworks considered to be an advantage.
- An understanding of the UN Global Compact's Ten Principles, the Organisation for Economic Co-operation and Development (OECD) Guidelines for Multinational Enterprises and the OCED's Anti-Bribery Convention and Australia's progress on the convention.
- Strong stakeholder engagement skills, with experience working with all layers of an organisation and a demonstrated ability to influence key stakeholders through effective communications.
- Motivated to drive positive responsible business outcomes and maintain a high standard of performance.
- Expertise in communicating with impact, including in documenting and condensing complex information for a broad audience.

- Experience managing complex and multi-year budgets.
- Excellent planning, coordinating and prioritisation skills, including a 'can do' and proactive attitude.
- Strong collaboration skills and a desire to be a strong team player.
- Tertiary qualification in law or a relevant field

What we can offer you

- Competitive salary
- Internal employment opportunities with the UN Global Compact
- Ongoing professional development
- Exposure to a range of industries and sectors
- Working in collaboration with a passionate and vibrant team
- Flexible working environment
- Child friendly work environment

Reporting, Location and Eligibility

To be eligible you must be an Australian citizen or resident or have current work rights for Australia. This is a one-year contract role based in Melbourne.

The GCNA supports diversity, inclusion and flexible working arrangements.

Application Process

Please apply by way of sending your cover letter and CV to secretariat@unglobalcompact.org.au by 5 June 2020.

If you have any queries about the role please direct them to Corinne Schoch – corinne.schoch@unglobalcompact.org.au, or via phone call to 0466 914 937.