

## Position Description: Manager, Anti-Bribery and Corruption

### About us

As a special initiative of the UN Secretary-General, the United Nations (UN) Global Compact is a call to companies everywhere to align their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption, and to take action in support of UN goals.

In Australia, Global Compact Network Australia (GCNA) leads, enables and connects businesses and stakeholders to create a sustainable future by supporting businesses to act responsibly and helping them find opportunities to drive positive business outcomes.

### Position Summary

Reporting to the Head of Programmes, the Manager, Anti-Bribery and Corruption (**ABC**) will manage, contribute to, and effectively implement our ABC Workstream. The role involves leading the implementation of the Bribery Prevention Network's (**BPN**) strategic plan and effectively delivery GCNA's ABC activities. The Manager will also contribute to programme planning and policy advocacy that will empower GCNA to continue to be recognised as Australia's leading responsible business initiative.

This position is an opportunity for a dedicated professional with a risk, compliance or legal background who has a strong knowledge of the OECD Anti-Bribery Convention and UN Convention Against Corruption and proven knowledge of anti-bribery and corruption compliance programmes within business. Comprehension of the intersection between corruption and human rights is highly valuable.

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, can work autonomously and in a small and dynamic team and be dedicated to promoting responsible business practices. Strong research skills and a solid understanding of the legal, regulatory and legislative environment underpinning bribery and corruption is required.

Core responsibilities will include, but are not limited to:

- Implement the yearly ABC Workplan in collaboration with the Workstream Chair, Head of Programmes, and Programmes team. This includes delivering the associated anti-bribery and corruption activities (e.g., virtual and face to face events, thought leadership pieces) to position GCNA as a well-regarded commentator and trusted adviser on ABC. are delivered on time and within budget.
- Provide timely insights on public policy trends (in Australia and key global markets) to elevate GCNA's engagement in policy debates that strengthen private sector engagement in anti-bribery and corruption activities, including those that intersect with human rights. This might include leading on submissions to Government and other stakeholder (e.g. OECD, UNGC) consultations.
- Work with the Head of Programmes to identify grant and other funding opportunities that increase the profile and expertise of the GCNA. This may include writing grant submissions, coordinating the delivery of relevant activities and writing reports associated with grant funding.
- Liaise with key global stakeholders, including the UN Global Compact and OECD to promote GCNA's ABC Workstream activities and to investigate opportunities for collaboration.
- Management, coordination and delivery of the BPN Strategy and associated activities, including

oversight and management of the Bribery Prevention Hub and the BPN's governance, risk, reporting and budget.

- Competently managing the governance requirements of the BPN, including as Chair of the BPN Advisory Group, acting as Secretariat for the Group, working with the Steering Committee, Sub-Committees and Contributing Organisations to ensure their ongoing involvement in, funding of and aligned support for the BPN.
- Implementation of the BPN's Engagement Strategy and Communications Plan, including working closely with the Manager of Communications and Marketing to capably manage the BPN's external communications.
- Stakeholder management, including working with the Head of Programmes and Executive Director in their liaison with the Australian Government and associated entities, multilaterals (e.g., OECD), civil society, UN Global Compact participating organisations and key partners, in addition to managing the BPN's engagement with professional and industry associations and organisations.
- Work broadly with the Programmes team and Workstream Chairs to find points of synergy across respective workstreams.
- Other general administrative and office management duties as required.

## Competencies and Requirements:

### Competencies:

- **Communication:** Advanced communication skills, including outstanding written and spoken English language skills. Listens to others, correctly interprets messages from others and responds appropriately. Exceptional attention to detail, including tailoring language, tone, and content to various audiences. Demonstrates openness in information exchange and keeping people informed.
- **Planning and Organising:** Exceptional planning and organisational skills, including the ability to multitask and work to tight deadlines. Develops clear goals that are consistent with the GCNA's strategies and identifies priority activities. Allocates appropriate amounts of time and resources for completing work. Plans in a manner that foresees risks, allows for contingencies, and provides the ability to monitor and adjust plans and actions as necessary.
- **Research and Analytical Skills:** Exceptional ability to conduct research expertly and assemble this information in a timely manner. Proven critical thinker with strong analytical skills. Ability to explain complex information in a clear, concise, and practical manner. Exceptional attention to detail that demonstrates an ability to evaluate complex information or problems to find a precise and digestible solution.
- **Teamwork:** Works collaboratively with colleagues to achieve the GCNA's goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places the GCNA's agenda before personal agenda. Promotes and acts in accordance with the group's decision, even if those decisions do not entirely reflect their own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings. Experienced in managing team members, promoting and developing their growth and ensuring their constructive and successful performance.

### Requirements:

- The role is initially full-time, however there is scope of it being 0.8 of an FTE (i.e. four days per week).
- The role is based in Melbourne but may require travel within Australia.
- Minimum of three years' experience in a compliance, risk or legal role, preferably in the private sector or in policy, with a focus on bribery and corruption.
- Bachelor's degree in a related field **and** an advanced degree preferably in law, international relations, or other relevant discipline.

- Demonstrable knowledge of anti-bribery standards (i.e., OECD Anti-Bribery Convention, the UN Convention Against Corruption) and legislation ((i.e., the Criminal Code Act 1995 (Cth), the Crimes Legislation Amendment)).
- Good proficiency in Excel, PowerPoint, Word and Microsoft Teams/SharePoint.
- Australian citizenship or residency or have current work rights for Australia.
- Ability to work effectively in a small team and work autonomously.

## Core Values

- **Integrity:** Demonstrates the values of the UN in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the GCNA's best interest, even if they are unpopular; and takes prompt action in cases of unprofessional or unethical behaviour.
- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; and remains calm in stressful situations.
- **Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for diverse points of view and demonstrates this in daily work and decision-making, examines own biases and behaviours to avoid stereotypical responses, and does not discriminate against any individual or group.

## What We Can Offer You

- An initial two-year contract with the possibility to extend
- Competitive not-for-profit salary (\$95-\$120k depending on experience)
- Superannuation of 12.5%
- Generous staff benefits
- Flexible work arrangements
- Exposure to a range of industries and sectors
- Career expansion opportunities
- Working for the world's largest corporate sustainability initiative

## Application Process

Please apply by clicking Apply Now or by way of **cover letter and CV** that **addresses the position summary, competencies and requirements**, emailed to [Secretariat@UNGlobalCompact.org.au](mailto:Secretariat@UNGlobalCompact.org.au) by **12pm on Monday, 29 November 2021**.