

Senior International Safety and Compliance Officer (Maternity Cover)

- **Job Title:** Senior International Safety and Compliance Officer
- **Location:** Hybrid home and office based (London)
- **Reports to:** Chief Operating Officer (COO)
- **Contract type:** Fixed term – 11 months
- **Salary:** £54,500

Purpose and Job Context

The Senior International Safety and Compliance Officer is based in Conciliation Resources' (CR's) Core and Operations Department, and reports to the Chief Operating Officer. This Department provides support to CR's three programmatic departments – the Europe/Asia Department, the Africa Department and the South-East Asia and Pacific Department, as well as to the Research, Advisory and Policy Department.

The purpose of the role is to ensure that standards are met across safety, security, compliance, governance, legal and assurance functions. This is an international role that works closely with those who have safety and compliance responsibilities in each department.

The role is expected to keep abreast of changes in operating norms within the sector, and to then consider how these apply to CR, ensuring updates to policies and procedures as needed. The role provides operational guidance and direct assistance to staff, as well as refining and maintaining support processes as needed.

Specific Tasks and Responsibilities

Governance

- Provide administrative support for Keeping People Safe Committee and Risk and Audit Committee Meetings, such as preparation of agenda, presenting and taking minutes.
- Participate and contribute to the People and Culture Committee meetings, providing updates regarding progress, particularly in the areas of Keeping People Safe and Safety.

Legal and Assurance

- Working with the COO, lead on the account management of CR's insurance brokers, and ensure CR has suitable and comprehensive insurance policies in place. Lead on securing quotes, reviewing coverage and advising on optimal choices for insurance providers.
- In the event of an incident, alter the insurers and co-ordinate between the incident manager and the insurers.
- Make insurance claims where appropriate, providing the information requested by insurers and liaising with those affected.
- Update insurers with details of leavers and joiners as necessary.

Risk and Compliance

- Lead on preparing the organisational Risk Register on an annual basis, liaising with the departments and analysing the responses to summarise the top risks.
- Manage the All Incidents Log, ensuring all incidents are recorded and shared with the relevant EMT member and relevant Committees.
- Inform the Communications team if there is a risk of media coverage of an incident
- Monitor that Compliance Calendar is up to date for Global and UK contracts – security, insurance, office rents and so on: update the spreadsheet, file paperwork in the relevant folder.
- With the COO, ensure that all statutory reporting is undertaken as required, as well as complete reporting to EMT, Committees and the Board on the various operational elements covered by this role.
- Undertake sanctions checks as required by teams, reviewing results and making recommendations regarding whether there is a sanctions risk.

Safety and Security

- Manage the relationship with CR's security providers, including meeting for quarterly business reviews.
- Lead on reviewing CR's security providers at contract renewal, ensuring that the provider is delivering optimal service.
- Monitor security alerts for designated contexts, with a focus on contexts where staff are working at that time. Distribute security alerts within the organisation when there are important updates.
- Receive incident reports, update and maintain the incident log, and co-ordinate with insurers as necessary. Be on call as the primary contact point for incidents.
- Ensure appropriate trip monitoring is in place using approved processes and systems, contributing to the monitoring of check-ins, including out of hours, and follow up on missed check-ins when on call.
- For staff travelling from the UK, ensure they have necessary safety equipment. Refresh returned equipment and check that it is working well.
- Update suppliers (e.g. travel, security) with details of leavers and new starters.
- Complete and oversee other administrative work as required (e.g. Travel Ready Forms, Proof of Life forms, and ID cards).
- Complete trip reviews for staff traveling for the first time, and if specifically requested thereafter.
- Maintain and monitor Minimum Safety Standards log for designated departments and prepare regular reports on compliance for EMT.
- Ensure that each department updates its Programme Security Plans on an annual basis, and review these for completeness.
- Work with department teams to ensure contingency plans are in place for major risk events such as elections.
- Lead on disseminating best practise, coordinating CR's network of focal points and delivery of internal training.

Keeping People Safe (Safeguarding)

- Working closely with the COO, lead on the overall implementation and monitoring of CR's Keeping People Safe framework including policies, processes and reporting mechanisms.
- Actively identify operational learnings as well as sector best practice developments, and make recommendations for strengthening CR's Keeping People Safe approach.
- Lead on ensuring CR's due diligence practices and forms meet CR and donor standards in terms of compliance, and also include the appropriate details on safety and security and Keeping People Safe.
- Alongside other support and programme staff, provide capacity building to partners to meet priorities identified during due diligence.
- Be on call, monitor CR's reporting lines, receive incident reports, and respond in a confidential, survivor-centred, timely way that does no further harm, in line with the Keeping People Safe Policy and Investigation Guidelines.
- Lead on disseminating best practice, coordinating CR's network of KPS Champions and delivery of internal training.

Data Protection

- Support the Chief Operating Officer (Data Protection Officer) with ensuring the organisation adheres to legal responsibilities, and maintains the Information Commissioner's Office registration.
- Assist the Chief Operating Officer with, or lead on, data protection incident responses, record keeping, learning and statutory reporting.

Person Specification

Knowledge

- A good understanding of how international organisations in the not-for-profit sector operate across medium and higher risk countries, including specific areas of safeguarding, safety and security.
- A conceptual understanding of risk management, governance and contract management.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.

Experience

Experience in the following areas is beneficial, though it is recognised that candidates are unlikely to have experience in all aspects:

- Operational administration, project management or similar
- Developing or adapting organisational policies and processes, collating input from a wide range of people and perspectives
- Planning, leading and managing investigations
- Working in a multicultural environment and developing relationships remotely
- Planning, running, and facilitating effective meetings and workshops
- Supporting teams with safety, risk or compliance implementation

- Working in the Not-for-Profit sector.

Skills/Attributes

- Strong organisational skills including planning, developing, implementing and maintaining administrative systems
- Proven ability to administer online databases
- Able to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally.
- Initiative, enthusiasm and a problem-solving approach to new challenges
- Ability to work under pressure, prioritise competing demands and meet deadlines.