



## **Position Description — Policy & Compliance Officer**

**Reports to:** Programs & Partnerships Manager

**Directorate:** Programs & Impact

**Location:** Flexible

**Employment Basis:** Part time (0.8 FTE)

### **Role purpose**

The Policy & Compliance Officer ensures ERF maintains high standards of governance, compliance, and risk management across programs and partners, with a particular emphasis on DFAT Australian NGO Cooperation Program (ANCP) accreditation and ACFID Code of Conduct membership. The role is responsible for the ongoing management, review, and improvement of ERF's policy framework, compliance systems, staff training, and risk registers, ensuring policies are accessible, up-to-date, and applied consistently across the organisation.

### **Key responsibilities**

#### **1. Policy management & maintenance**

- Maintain and manage ERF's policy register, including version control, review schedules, and responsible owners.
- Ensure policies are regularly reviewed, updated, and aligned with DFAT/ACFID standards.
- Support ERF's implementing partners in reviewing, updating and improving their policies, providing guidance, templates and recommendations as needed.

#### **2. Policy systems & tools**

- Maintain a Policy Board in MS Planner (or equivalent) to track policy updates, approvals, and review deadlines with automated reminders.
- Continuously improve systems for policy workflow, ensuring accessibility and ease of use for all staff.

#### **3. Policy templates & accessibility**

- Ensure all ERF policies are presented in a consistent, professional template aligned with the brand and style guide.
- Support ongoing review and accessibility of policy documents, including public-facing materials on the website, ensuring required disclosures (e.g., safeguarding, whistleblowing, complaints handling, conflict of interest) remain current and visible.

#### **4. Staff training & capacity sharing**

- Deliver regular policy and compliance training for staff, including induction and refresher sessions.

- Provide training, coaching and guidance to partner organisation staff to strengthen their understanding and application of policies, safeguarding, and compliance requirements.
- Develop guidance notes, job aids, and concise resources to support staff understanding and application of policies.

## 5. **Compliance monitoring**

- Oversee ongoing compliance with DFAT/ANCP and ACFID requirements, including reporting obligations and documentation.
- Maintain records of proscribed checks, staff and partner vetting, and ensure ongoing adherence to clearance processes.
- Support partner compliance monitoring, including review of partner policies and procedures to ensure alignment with ERF, ANCP and ACFID standards.

## 6. **Risk & assurance**

- Update and maintain the Country Risk Register on a regular basis and following material changes.
- Monitor compliance risks, escalate issues as appropriate, and support mitigation strategies.

## 7. **Governance support**

- Provide regular compliance briefings, policy updates, and evidence packs for management and Board oversight.
- Support ongoing audits or spot-checks of compliance, ensuring evidence of application and adherence is maintained.

### **Key Performance Indicators (KPIs) / success measures**

- Policy register actively maintained, with all reviews and updates tracked via MS Planner.
- Staff training delivered regularly, with materials updated to reflect current policies and compliance requirements.
- Policies consistently presented in ERF's template and accessible both internally and publicly.
- Country Risk Register reviewed and updated regularly, with escalations documented and addressed.
- Compliance with ANCP/ACFID standards maintained, with no critical breaches attributable to policy gaps.
- Initial onboarding milestones (to be completed in the first 2–3 months):
  - Conduct an initial review of existing policies to establish a baseline and identify updates required.
  - Conduct an initial website audit to ensure all required policies are publicly accessible.
- Partners' policies reviewed and updated with guidance within agreed timeframes.
- Partners' staff receive training and demonstrate understanding of core policies and compliance requirements.
- Evidence of ongoing support and improvements in partner policy systems, audits, and risk management.

## **Selection criteria / skills & experience**

### **Essential:**

- Experience in policy development, compliance, or governance in the Australian international development sector, preferably with ANCP/DFAT/ACFID exposure.
- Strong project and systems management skills, including managing registers, reminders, and workflow tools (MS Planner or equivalent).
- Experience delivering training and supporting staff in policy understanding and application.
- Excellent written communication skills, including ability to produce clear governance-ready documents.
- Understanding of proscribed checks, vetting processes, and privacy obligations.

### **Desirable:**

- Experience with website audits and CMS management to ensure policy accessibility.
- Tertiary qualification in public policy, international development, governance, law, or related field.

### **Working Relationships**

- **Reports to:** Programs & Partnerships Manager
- **Internal:** Programs Director, Finance & Operations, CEO, Country programs staff
- **External:** DFAT ANCP contacts, ACFID, partner NGOs/CBOs, external auditors/consultants

### **ERF's commitment**

ERF is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace differences including but not limited to age, race, ethnicity, indigeneity, gender, disability, religion and other characteristics of uniqueness. We welcome people with different skills and life experiences and encourage applications from all suitably qualified and experienced individuals.

ERF is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity or financial misconduct. The safety and wellbeing of children is a priority of ERF. This role will have incidental or minimal contact with children. All staff must comply with ERF's *Child Protection Policy*, *Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy* and *Codes of Conduct*. Employment is subject to a National Police Check and Working with Children Check.

ERF recognises and rewards our staff and can offer benefits including NGO salary packaging, flexible working conditions and professional development opportunities.