

AVI Position Description

POSITION TITLE: AVI Risk, Security and Safeguarding Advisor	CLASSIFICATION: AVI Band 4	PROGRAM: AVI	DATE: March 2025
LOCATION: Melbourne office	REPORTS TO: CFO	POSITIONS REPORTING TO THIS ONE: none	
<p>ORGANISATION</p> <p>AVI is an Australian not-for-profit organisation committed to achieving economic and social development outcomes across Asia, the Pacific and the world. AVI believes in self-determination with locally owned and led change. We work for a peaceful, sustainable and just world by partnering with people and organisations to share skills, knowledge and experience to achieve the positive change and development goals they seek.</p> <p>As an international development not-for-profit with 150 staff, AVI has offices in Melbourne and 22 countries internationally supporting students, volunteers and mentors in 28 developing countries.</p> <p>AVI is a managing contractor for DFAT and other providers (e.g. universities), with our predominant program being the Australian Volunteers Program.</p>			
<p>VALUES:</p> <p>We expect all our employees demonstrate the ability to uphold AVI Values through behaviour, leadership, and projects. Our Values are Equity and Social Justice; Diversity and Inclusion; Integrity; Partnership; Solidarity; and Respect.</p>			
<p>KEY OBJECTIVE:</p> <p>This role will provide risk, security and operational advice, guidance and support to AVI and for programs outside of the Australian Volunteers Program. The Risk, Security and Safeguarding Advisor will also ensure that the delivery of programs is secure, compliant, and aligned with safeguarding and Duty of Care best practices.</p>			
ACCOUNTABILITIES			
KEY RESULT AREA	KEY ACTIVITIES	PERFORMANCE MEASURES	
Organisational and Program Capacity Development	<ul style="list-style-type: none"> Provide advice and support to AVI Board, CEO, CFO and other senior leaders to strengthen organisational risk management and security practices, ensuring the organisation meets its Duty of Care obligations across all operations and program delivery activities. In close collaboration with the Australian Volunteers Program Risk & Security Team, lead the development, implementation, and continuous improvement of organisational risk management, risk assessment, 	<ul style="list-style-type: none"> Escalation of issues of concern or uncertainty to line Manager in a timely manner. Senior leaders are appropriately briefed on relevant risk and security matters. 	

	<p>mitigation, and incident reporting policies, systems, and procedures to ensure compliance with relevant standards, legal requirements, and best practices.</p> <ul style="list-style-type: none"> • Deliver surge risk and security support to AVI’s International Services programs, with a focus on enabling safe, responsible, and compliant program delivery in diverse and complex operating environments. • Design, coordinate, and facilitate regular training for staff and the Board on risk management, security, and incident response, including integrating safeguarding and duty of care principles to strengthen organisational capacity and culture. • Provide expert advice and guidance to ensure contextually appropriate responses to risk and security issues, supporting the organisation to meet its Duty of Care obligations and enable safe and responsible program delivery in diverse operating environments. • Maintain strong internal and external networks to strengthen organisational knowledge, capability, and best practice in risk management, security, incident response and safeguarding. • Coordinate and administer risk and security systems and processes across the organisation, ensuring consistent application of risk assessment, mitigation strategies, and incident management in alignment with AVI’s Duty of Care responsibilities. • Assist with coordinating overseas office operations and risk management to ensure effective local risk management, including overseeing the reporting, compliance, and resolution of incidents and risks in AVI’s risk management system. 	
<p>Development and review of AVI safeguarding and Risk &</p>	<ul style="list-style-type: none"> • Safeguarding technical advisor for all departments and functions accountable for the implementation, monitoring and improvement of safeguarding, risk and incident management at AVI 	<ul style="list-style-type: none"> • AVI safeguarding, risk and incident management policies and procedures are to date and reviewed regularly in line with DFAT

<p>Incident Management policies and procedures</p>	<ul style="list-style-type: none"> Working with People and Culture team to strengthen safe recruitment processes for staff, volunteers and independent consultants and contractors 	<p>and ACFID standards and expectations.</p>
<p>Incident Management and Support to AVI programs outside The Australian Volunteers Program</p>	<ul style="list-style-type: none"> Work closely with Program Managers to provide expert support in responding to critical incidents, including those related to child safeguarding and incidents of sexual exploitation, abuse, and harassment (SEAH), ensuring timely, appropriate, and compliant action aligned with the organisation’s Duty of Care obligations. Collaborate with P&C, CEO, AVP CP/CSG Advisor and other leadership or external stakeholders to conduct safeguarding and incident reports, management and investigation of incidents. Liaise with AVI’s insurance and assistance providers and other stakeholders as required. Provide coordination point for in-country critical incidents from Australia. Provide pastoral care and support directly to program participants. Follow all program reporting requirements and compliance in a timely manner. Complete and record all the required administrative procedures related to incidents in a timely manner, including CRM updates and records of discussions. Oversee/ensure the maintenance of records and filing of project information. Preparation of reports – written and verbal including safeguarding investigation support and/or review as required. 	<ul style="list-style-type: none"> Escalates incident reports in accordance with established risk and incident reporting procedures. Ensures appropriate registers and tracking documents are in place for the production of advice on topical security and medical threats and risks Timely entering of risk and incident information in accordance with the established incident reporting procedure
<p>Planning, Reporting & Compliance</p>	<ul style="list-style-type: none"> Ensure that risk and security requirements and best practice are appropriately addressed in strategy, policies, procedures and other reference materials. Input and review to AVI policies impacting risk both directly and indirectly. 	<ul style="list-style-type: none"> All reporting and compliance activities are undertaken on time and at a high level of quality, following DFAT and ACFID standards.

	<ul style="list-style-type: none"> • Ensure complete and accurate recording of risks, including trend analysis to support the implementation of appropriate mitigation measures. • Oversight of compliance with DFAT Child Protection Policy and ACFID Code of Conduct requirements, National Child Safe Standards and WHS laws • Contribute to organisation-wide planning. 	
Systems coordination	<ul style="list-style-type: none"> • Manage AVI's risk and incident management system (Risk Wizard) in consultation with AVI leadership, International Services Program Managers, country offices and the Global Risk and Security team. • Facilitate/conduct training/workshops as part of staff development activities as required • Support International SOS systems implementation projects. 	<ul style="list-style-type: none"> •
Provide safeguarding expertise and advice externally	<ul style="list-style-type: none"> • As required by AVI provide advice and expertise externally to clients and partners on a fee for service model • Deliver high quality safeguarding projects for external clients to agreed TOR 	<ul style="list-style-type: none"> • External projects have their safeguarding outcomes met as expected
Team Work	<ul style="list-style-type: none"> • Develop and maintain proactive and productive working relationships with both internal and external stakeholders • Communicate information as appropriate with relevant team members and to ensure they have up-to-date information • Participate in team activities and meetings demonstrating respect and consideration for individual experience and expertise. • Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of AVI 	<ul style="list-style-type: none"> • Mutually respectful and collaborative working relationships within and between teams • Feedback from stakeholders
KEY CHALLENGES		
<ul style="list-style-type: none"> • Working in a complex and reactive environment to respond to issues relating to security and risk in an international context. • Effective management of competing priorities and tasks. 		

<p>RELATIONSHIPS AND INTERACTIONS:</p> <p>Internal</p> <ul style="list-style-type: none"> • CEO • CFO • AVI Board • Global Security and Risk Advisor • International Service Program managers • Workplace Health and Safety (WHS) Committee • P&C Team <p>External</p> <ul style="list-style-type: none"> • DFAT • Insurance providers • Security and medical assistance providers • Psychosocial support providers • Incident management systems providers • Corporate travel agencies • Partners/clients 	<p>PHYSICAL DIMENSIONS:</p> <p>This role requires the ability to:</p> <ul style="list-style-type: none"> • Sit or stand for long periods, as well as regular bending, crouching and reaching. • Use an appropriate lifting technique to manually handle office files and items. • Operate a computer accommodating reasonable adjustments. • React to a display (computer screen) throughout the workday. • Use a telephone within reasonable adjustments (including use of headset).
<p>DECISION MAKING:</p> <p>This role works under the direction of the CFO, and closely with the P&C manager, with key lines to the CEO and AVI’s International Services team.</p> <p>Training and escalation of incidents to relevant internal and external parties.</p>	<p>POSITION DIMENSIONS:</p> <p>N/A</p>

KNOWLEDGE AND EXPERIENCE REQUIREMENTS

Experience, Skills & Attributes

Knowledge and demonstrated experience in:

- Knowledge of health, security and safety and Duty of Care requirements in an international setting and in line with Australia Model WHS Laws
- Knowledge of risk/security including WHS policy and practices and psychosocial support
- Technical knowledge and experience in child safeguarding and PSEAH policy development, implementation, monitoring, incident and risk management and training in the international development context
- Understanding of Australian Government, DFAT and ACFID safeguarding policies and codes and compliance and accreditation standards
- Experience dealing with complex personnel issues and providing pastoral care across multiple geographies and cultures
- Experience responding to incidents involving high levels of uncertainty
- High level of cross-cultural awareness – preferably gained by working / living internationally
- Knowledge of best practice inclusive security risk management (including gender equality, disability inclusion, and LGBTI+ inclusion)
- Advanced data analysis and research skills (international development, safety and security or risk environment preferred)
- Ability to interpret and implement global policy across diverse regional and local contexts
- Experience in providing administrative and operational support in a complex environment (international development, safety and security or risk environment preferred)
- Sound knowledge of, and commitment to the underpinning values, goals and objectives of AVI and the Australian Volunteer program
- Understanding of and commitment to EEO, WHS, child protection and privacy principles
- Good interpersonal skills, including the capacity to maintain open and constructive communications, influencing a wide range of stakeholders in an international context
- Proven capacity for report writing, including incident reporting
- Excellent administrative and organisational skills and computer literacy- including proficiency with database, spreadsheet and word-processing software packages

Qualifications

- Post-secondary qualifications in any discipline (security and risk desirable), or equivalent experience
- INSSA Security Risk Management – Regional or Country level (desirable)

ADDITIONAL REQUIREMENTS:

- In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role
- This role may require some work outside of regular hours/on call duty
- Understanding of, and commitment to, EEO and privacy principles
- An offer of employment to this role may be subject to satisfactory criminal record checks. This may include require appropriate international police clearances if you have lived in a country (or countries) outside of Australia for a period of more than 12 months in the last five (5) years
- Continued employment may be subject to additional security checks from time-to-time.

