

Modern Slavery Risk Officer

Reports to Modern Slavery Manager
Band Band 4, HPV Enterprise Agreement 2018

Position summary

The Modern Slavery Risk Officer is responsible for supporting and assisting HealthShare Victoria (HSV) to fulfill its role with supporting public health services with their requirements under the *Modern Slavery Act 2018* (Cth) (the MSA).

HSV's responsibilities include:

- Providing leadership and guidance to reporting public health services on reducing modern slavery risk in health service supply chains, pursuant to HSV's advisory and consultancy function under the *Health Services Act 1988* (Vic).
- Assessing and addressing modern slavery risk in health service supply chains overseen by HSV (i.e. HSV collective agreements), with a view to assisting mandated health services in preparing their annual Modern Slavery Statement.

HSV upholds the Australian Government's position on modern slavery. There is no place for modern slavery in the Australian community or in the global supply chains of Australian goods and services. HSV recognises its significant role in health service supply chains and the benefit of its actions for the broader sector.

Reporting to and working closely with the Modern Slavery Manager, this role will also work and with various business functions to support fulfillment of HSV's responsibilities.

The Modern Slavery Risk Officer will require excellent stakeholder engagement skills to develop and maintain strong, productive and professional working relationships as well knowledge and understanding of the Modern Slavery requirements to effectively support the development of HSV's business approach including implementing, evaluating, and reviewing best practice to integrate into broader strategic goals of the enterprise.

A key focus of this role is to assess suppliers for modern slavery risk in their business operations and supply chains and to work collaboratively with suppliers to implement and monitor mitigation actions. This includes data analysis and management, undertaking risk assessments and reporting outcomes to health services.

Specific Duties and Responsibilities

Modern Slavery Strategic Project Implementation

- Support the Modern Slavery Risk Manager in developing the sector based strategic direction, governance frameworks, policies, procedures and systems that will support best practice compliance with the United Nations Guiding Principles on Business and Human Rights and Modern Slavery Act 2018 (Cth).
- Assisting in the development and implementation of a continuous improvement methodology for the modern slavery program, including internal improvement and Victorian health sector support.

- Provide advice and training to HSV employees on modern slavery risk, including changes to HSV procurement processes.
- Provide policy advice, analysis, training and templates to enable suppliers and health services to better identify and assess MSA compliance risks during procurement activities and ongoing supplier compliance. The supplier interactions will require careful management, assessment, collaboration and practical and pragmatic solutions to be developed and implemented to assist a broad cross section of suppliers and health services.
- Implement and monitor supplier modern slavery risk assessments and maintain master data.
- Provide assistance for the ongoing monitoring and evaluation including measuring the effectiveness of the strategy based on appropriate and meaningful qualitative and quantitative indicators.
- Assist in establishing and maintaining the strategic approach which includes solutions and a grievance and remediation process. This will need to be iterative as continued guidance is released by the regulator.
- Assist in the preparation the HSV annual Position Statement on Modern Slavery, to demonstrate HSV's commitment. This may include research and the collation of data.

Supplier Relationship Management (SRM) and Supply Chain Management

- Proactively work with suppliers to identify strategic risks of modern slavery in supply chain management to assist them in meeting health service needs, contractual obligations and overall legislative compliance within the HSV SRM framework.
- Support the articulation of policies and processes to address grievances and /or complaints relating to risk assessments.
- Establish and facilitate engagement processes with non-HSV awarded suppliers to support reporting health service' fulfillment of the MSA requirements.

Data Management

- Work with other business units to support the development and implementation of supplier reporting on modern slavery metrics, ensuring integration with HSV systems (e.g., Bravo).

Stakeholder Engagement and Communications

- Engage with reporting health services to raise awareness and implement the MSA reporting requirements within their own procurement activities.
- Provide subject matter expert advice to reporting health services on modern slavery risk and addressing the MSA requirements.
- Engage with suppliers as necessary to assist HSV and health services to implement where possible best practice within supply chains.
- Assist in the facilitation of the Community of Learning forums with reporting health services, which seek to foster sector collaboration on modern slavery risk and the MSA requirements.
- Develop policies, tools and guidance material for reporting health services on risk assessments, mitigation and controls as required,
- Work closely with HSV's Customer Relationship Managers to ensure they have sufficient knowledge on the requirements of the MSA to assist and deliver consistent messaging to reporting health services.

- Provide written reports and develop case studies as required on modern slavery, including achievement towards agreed operational KPIs, timelines, departmental requests-for-information, and Board and committee papers.

Leadership

- Support development of a vision for the division in line with the HSV Corporate Strategy which sets a clear strategic direction for employees, enhances their leadership capacity and capability, and enables them to deliver robust operational support and advice.
- Foster a workplace culture that is consistent with HSV's organisational culture emphasising organisational values.
- Maintain strong lines of communication, both formal and informal, with key stakeholders across HSV to ensure the smooth operation of the organisation.
- Support organisational change and growth as requested to assist HSV in fulfilling its legislative functions in line with its Corporate Strategy.

HSV Values and Cross Functional Collaboration

- Establish and maintain strong working relationships with key individuals and groups across HSV's stakeholder organisations, both internal and external, and develop and apply appropriate engagement and consultation strategies in line with HSV's values.
- Represent HSV in appropriate forums to strengthen relationships and improve mutual understanding.
- Place a priority on effectively working with stakeholders from other divisions within the organisation for mutual benefit by seeking and incorporating feedback that will benefit organisational objectives.
- Value the contribution of our internal and external stakeholders and contribute beyond our own tasks to achieve organisational goals and demonstrate this in goal setting.
- Uphold HSV core values; Customer Centric; Accountable; Respectful; Solutions-focused and Open.

Data Security

- Comply with HSV data management policies and procedures, and report breaches and/or vulnerabilities to a Manager or the IT Operations team.

While the principal duties of this position are as above, the post holder may be required to undertake other duties from time to time.

Qualifications and Experience

Academic

- Appropriate Tertiary Qualification in Law/Business/Procurement, and/or significant experience in Business/Supply Chain/Procurement, or Regulatory Compliance and Risk Management.

Experience

- Strong experience in procurement/project management with an in-depth understanding of supplier risk analysis and supply chain data management and mapping.
- Strong knowledge/understanding of modern slavery and application and interpretation of legislation.
- Experience in risk management within a consultancy, compliance function or a regulatory body.
- Experience in managing projects ensuring change management practices are implemented.
- Understanding and knowledge of business procurement processes.
- Experience in facilitation of training to internal and external stakeholders.
- Presentation skills and strong experience in stakeholder engagement.

Personal

- Excellent interpersonal and relationship building skills including an ability to influence others with diplomacy, tact and discretion.
- The ability to instigate and drive new initiatives and be able to motivate others.
- Demonstrated understanding of supply chain practices within the healthcare sector and desire to maintain up-to-date knowledge in this area.
- Influencing skills to drive participation, co-operation, compliance, and engagement.
- Strong analytical thinking and problem-solving skills.
- Attention to detail, whilst ensuring maintenance of a strategic view.
- Action oriented approach to work.
- Strong computer skills including Microsoft Office suite of products and Internet research.
- Well-developed presentation skills.
- Ability to implement change in a complex environment.
- Ability to co-ordinate multiple projects and prioritise large volumes of work to meet organisational timelines.
- Current Australian Driver's Licence with the ability to travel to metropolitan and rural locations.