

POSITION DESCRIPTION

Title: Legal & Compliance Coordinator	Location: Abu Dhabi
Department: QHSE	Reports to: QHSE & BC Manager
Salary: Salary Package	Band: 2
Prepared by: Ali Al Kharusi	Date: August 2018

Overall Purpose:

To identify, direct and monitor the function and processes of regulations in compliance with the rules and guidelines set by governing bodies.

To ensure document and management of information within National Ambulance meets legal and regulatory compliance.

Roles and Responsibilities

Legal & Compliance main role:

- To identify, direct and monitor the function and processes of regulation within the organisation
- Implement and oversee the adherence to regulation and policies and procedures.
- Provide management, guidance, assistance and direction on above process.
- Develop, implement, and maintain the compliance activities of the organization.
- Ensure that all organization follows all applicable laws and regulations.
- Ensure compliance with regulations.
- Conduct regulatory research.
- Respond to questions in audits related to legislations & compliance.
- Collaborate /coordinate with downstream entities delegates on ways to improve adherence to regulatory requirements.
- Recording and documenting applications received, which require a legal opinion, and contribute to the provision of documents necessary for examination and comparison with the approved legislation.
- Provide on-going reports to the Executives on the status of Regulation.
- Coordinate with departments to determine the retention period of documents in offices and then in the National Archives
- Coordinating with the concerned authorities to implement the electronic archiving policies and procedures
- Implement policies and procedures for the physical preservation and maintenance of documents and management of storage area in coordination with the National Archives

- Coordinate with other departments to implement policies and procedures for managing current and intermediate documents
- Communicate with the organizers of the documents in the organizational units in order to implement the approved policies, procedures and standards.
- Contribute to the development of archival works as required by providing studies, recommendations and suggestions.

QHSE supporting role:

- Monitor the effectiveness of the Safety Management System through formal HSE audits and inspections.
- Coordinate, and participate in audits and inspections carried out by Regulators, Authorities, and Clients.
- Participate in, and review of risk assessment and working environment studies and activities carried out in support of the QHSE Management System.
- Assist in the maintenance of relevant certification e.g. ISO, OHSAD, JCI.
- Assist in the investigation and analysis of accidents and incidents, and in the preparation of reports.
- Ensure that learnings from accidents and incidents are shared and suitable remedial action taken where necessary.

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement.
- Participate in QHSE Risk Assessments / Inspections and conduct investigations into non-conformances, near misses, incidents or complaints.

Professional and Academic Expertise

- Bachelor in law with two years' experience in legal firm or in relevant filed.
- Legal Compliance , legal Research Skills, Reporting Research Results, Analysing Information , Coordination, Administrative Writing Skills.
- Proficient skills in IT and administration and knowledge management principles.
- Fluent in English, both written and oral.
- Ability to work in a high stress environment and manage time effectively
- Ability to adapt and work in a multicultural environment
- Excellent interpersonal communication skills.
- Demonstrate critical thinking and solution based decision making with an understanding of recording and disseminating information.
- Good record keeping skills and ability to accurately.
- Ability to communicate with all internal and external stakeholders in an appropriate manner using all available communication technology.

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	September 2019	New PD

Review & Approval:

(Enter final approver title here)