

POSITION DESCRIPTION

Title: Legal & Compliance Coordinator Location: Abu Dhabi

Salary: Salary Package Band:

Prepared by: Ali Al Kharusi Date:

Overall Purpose:

Conducting reviews on legislations and Laws related to National Ambulance Services and activities covering policies , procedures and standards to ensure compliance to Mandatory requirements. Provide recommendations on legal or administrative documents in the organization .

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.
- Conduct regulatory research.
- Participate in audits related to legislations & compliance.
- Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material.
- Review and monitor new and updated laws and regulations.
- Maintain the legal register to ensure its up to date with current mandatory requirements.
- Acting as liaison among all parties including court or other neutrals for sharing required information related to legal cases.
- Assists in the drafting and implementation of the department's policies and procedures based on legal laws.
- Provide legal opinions and recommendations on legal documents included Contracts , Agreements , Memorandums and any other documents requested by the management.
- Maintain Documentation in regard to legal cases and their closure.

QHSE & BC 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.







National الإسعاف الـوطـنـى Ambulance

- 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.
- Support and provide guidance on BC Management system.
- Provide a full review of all BC management system aspects.
- Ensure BCM exercises, internal audits if any and management reviews are carried out periodically.
- Track BC incidents as applicable for their root cause analysis and to update related log of lessons learned.
- Coordinate and organize the BCM awareness programs.

QHSE & BC:

- 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.

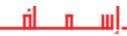
Professional and Academic Expertise

- 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 Medical Officer







National الإسعاف الـوطـنـي Ambulance

Change Brief

Version No.	Date	Changes
1	September 2019	New PD
2	October 2021	Addition of Legal & Compliance, BC Roles

Review & Appro	val:	
	(Enter final approver title here)	



