

POSITION DESCRIPTION

Title: Legal & Compliance Coordinator	Location: Abu Dhabi
Department: QHSE	Reports to: QHSE & BC Manager
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.

- 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

Change Brief

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

Review & Approval:

(Enter final approver title here)