



AusNCP Independent Examiner - Position Description

The Australian National Contact Point (AusNCP) Independent Examiner (Examiner) independently manages all complaints brought to the AusNCP, including communication and conciliation with parties to a complaint, decision making and writing statements for publication. The Examiner is contracted and remunerated by the Department of the Treasury (Treasury) in a part-time capacity, but is authorised to publicly share their independent views and make recommendations regarding the implementation of the *OECD Guidelines for Multinational Enterprises* (Guidelines). Provided there are no significant conflicts of interest, the Examiner is free to maintain other professional associations and employment.

The Examiner is supported by a multi-stakeholder Governance and Advisory Board (Board) and a Secretariat in the Treasury. The Examiner also assists to promote the AusNCP's services and the Guidelines.

Duties

- Manage all complaints under the Guidelines, including:
 - consideration of issues raised, conciliation and decision-making consistent with published procedures (this may include, where agreed with the Secretariat, arranging external expertise where required);
 - lead all communication with parties to a case, coordinating with the Secretariat;
 - write statements for publication on the AusNCP website, including any initial assessments, final statements and follow ups, including the rationale behind key decisions and any recommendations;
 - provide updates to, and seek advice from, the Board, particularly in relation to geopolitical sensitivities, and attend Board meetings as an observer; and
 - ensure adequate records of the Examiner's work are provided to the Secretariat.
- Advise the Secretariat on opportunities to improve the effectiveness of the AusNCP and the Guidelines, including on operational and structural matters, and OECD policy and program developments.
- Contribute to the promotion of the Guidelines and AusNCP, as requested by the Secretariat, undertaking a minimum of two domestic events annually.
- The Independent Examiner will not:
 - make decisions about resources, reporting or other organisational matters, however will be invited to provide advice to the Secretariat as needed; and
 - represent Australia at international forums, including the OECD, unless agreed with the Secretariat.