

Position Description

Position	Risk & Compliance Specialist
Work Area	Risk & Compliance
Location	State-wide
Responsible To	Senior Manager - Risk & Compliance

Position Summary

The Risk & Compliance Specialist works closely with Senior Manager - Risk & Compliance, supporting risk identification, assessment and treatment, as well as governance and compliance coordination. This position will coordinate and develop risk management, internal audit, regulatory compliance, accreditation/registration, and assurance functions. You will assist with the development of a strong risk and compliance culture within St Giles providing, support and advice to risk owners across the Organisation.

Service Objectives

The Risk & Compliance Specialist is an integral role in ensuring all funding, regulatory and legislative requirements are met by St Giles. The employee is expected to operate within:

- The Organisation's Vision Statement and Values.
- The Organisation's Code of Conduct.
- The relevant Workplace Health and Safety legislation and associated regulations, including the Organisation's Health & Safety Policy & Procedure.

Primary Tasks

- Assist with the management, coordination and implementation of governance, risk and compliance management systems and processes, to ensure regulatory, legislation and accreditation requirements are met.
- Assist with oversight of the risk and control framework, incident management and business continuity processes.
- Monitor and update governance registers, such as policy, compliance, internal audit and gifts and gratuities.
- Assist with the development, evaluation and implementation of St Giles' corporate policies, policy framework and systems including educating and supporting the workforce to comply with governance and regulatory requirements.
- Perform analysis of key risk indicators, including compliance risks and prepare insightful, informative and succinct reporting for the Senior Manager - Risk & Compliance, and CFO as required.
- Provide high level written reports, investigation outcomes and relevant action documents to the Senior Manager - Risk & Compliance.
- Coordinate the development and revision of effective policies, procedures, tools, templates and registers to meet legislative and quality requirements.
- Support business risk owners to better understand risk management principles and approaches.
- Assist with the facilitation and coordination of St Giles risk assessment, and ongoing reporting and updating of St Giles material risks.
- Monitor incident reports for quality inputs and escalation when deemed necessary.
- Support the Senior Manager - Risk & Compliance and the CFO to facilitate investigations, pertaining to incidents and complaints, and identify appropriate corrective and preventative actions to manage organisational risk.
- Maintain knowledge of contemporary trends and developments in a range of governance, risk, compliance, safety and well-being practices and methodologies.
- Assist with enquiries from regulators, including the NDIS Quality & Safeguards Commission.
- Other tasks as requested by the Senior Manager - Risk & Compliance or the CFO.

Position Description

Performance Review

Performance reviews will be conducted using the Organisation's Performance Management Process.

Qualifications/ Requirements

Essential

- Relevant tertiary qualifications such as corporate governance, risk management, auditing, commerce or related field.
- Minimum of two years' experience within a governance, risk and compliance role.
- Experience using Governance Risk and Compliance ('GRC') technology platforms.
- Demonstrated understanding and experience in governance, enterprise risk management and quality improvement concepts, with a focus on systems improvement and organizational change
- Professional work ethic with a performance-based mindset.
- Ability to plan work, establish priorities and service standards, to achieve required outcomes.
- Sound written and verbal communication skills with the ability to clearly explain complex information.
- Current unrestricted Tasmanian driver's licence.
- Required to provide a satisfactory National Police Check, NDIS Worker Screening and Working with Vulnerable People Check.
- Confirmed COVID-19 vaccinated.

Desirable

- Knowledge and understanding of the NDIS Quality & Safeguarding Framework, including the NDIS Practice Standards.
- Experience in project management methodologies and tools. Strong aptitude and discipline to further evolve this skillset.
- Experience in disability sector would be highly desirable.

Selection Criteria

- Demonstrated ability to meet legislative and compliance outcomes in a regulated industry including experience with internal and external auditing processes.
- Demonstrated understanding of governance practices.
- Demonstrated experience in policy writing and implementation.
- Demonstrated ability to implement, evaluate and improve quality, risk and compliance management systems including GRC software.
- Strong oral and written communication skills with the ability to develop, monitor and maintain records and write objective reports on a range of issues;

Authority

This Position Description has been written with the approval and authority of the Chief Executive Officer and the Executive Leadership Team and outlines the expectations and primary functions of the above-named position.

The Employee

I acknowledge that my duties and responsibilities are as outlined in this position description.

I further acknowledge that my duties may be varied from time to time.

Name _____ Signature _____ Date _____