

Position Description

Position	Risk & Compliance Administrator
Work Area	Risk & Compliance
Location	State-wide
Responsible To	Senior Risk & Compliance Manager
Salary	Negotiable based on skills, experience and qualifications

Position Summary

The Risk & Compliance Administrator works within an innovative team and reports directly to the Senior Risk & Compliance Manager, providing generalist support to the workforce and senior leaders across a variety of areas, including but not limited to risk management principles, incident management, workplace health and safety, and quality assurance functions.

In addition, the Risk & Compliance Administrator plays an integral role in ensuring all funding, regulatory and legislative requirements are met, and contributes to the on-going development of a strong risk and compliance culture within our organisation.

Primary Tasks

- Facilitate the System Administration functions for various governance, risk and compliance management systems (GRC), ensuring that the systems are being used effectively and for their intended purposes.
- Assist with oversight of the risk and control framework, incident management and business continuity processes.
- Support risk owners and the broader workforce to better understand risk management principles and approaches.
- Monitor incident reports for quality inputs and escalation when deemed necessary.
- Facilitate regulatory reporting requirements on behalf of the Organisation.
- Assist with enquiries from regulators, including the NDIS Quality & Safeguards Commission.
- Monitor and update governance registers, such as policy, compliance, internal audit and gifts and gratuities.
- Coordinate the development and revision of effective policies and procedures, tools, templates and registers to meet legislative and quality requirements, and promote compliance amongst the workforce.
- Undertake internal quality audit functions and actions that contribute to the identification of trends and measures performance against internal and external requirements, that drive continuous improvement activities.
- Generate and undertake analysis of key risk indicators and incident related data, preparing insightful and informative reports for management and operational leaders.
- Provide administration support for the coordination of work health and safety related initiatives and functions to support the safety culture of St Giles.

Agility Statement

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job and may be subject to change. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time as necessitated by operational needs.

Performance Review

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

Qualifications/ Requirements

Essential

- Minimum of two years' experience within a risk and compliance or similar administrative role.
- Professional work ethic with a performance-based mindset.
- Attention to detail, and are quality and process driven.
- Highly developed time management skills with the ability to meet deadlines and work standards.
- Sound written and verbal communication skills.
- Current unrestricted Tasmanian driver's licence.
- Required to provide a satisfactory National Police Check, NDIS Worker Screening and Working with Vulnerable People Check.

Desirable

- Relevant qualifications within business administration, corporate governance, risk management, or a related field.
- Experience in and awareness of risk management and quality improvement concepts, data analysis, and/or workplace health and safety requirements.
- Experience using Governance Risk and Compliance ('GRC') technology platforms and/or facilitating a Systems Administration function for other systems and software.
- Knowledge and understanding of the NDIS Quality & Safeguarding Framework, including the NDIS Practice Standards.

Selection Criteria

- Well-developed interpersonal and written communication skills with the ability to develop, monitor and maintain records and write objective reports on a range of issues;
- Proven ability to deliver against set outcomes in required timeframes whilst maintaining attention to detail and remaining flexible to changing needs and priorities.
- Demonstrated ability to use initiative and operate effectively in various situations.
- Strong aptitude and discipline to further evolve skillsets and partake in professional development opportunities.

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 _____