

Job Description Form

The Position

Position Title:	Governance and Risk Manager
Department:	Business Services
Position Number:	CTF00068
Classification:	Level 6
Location:	Belmont
Effective Date:	2 April 2026
Award/Agreement:	Public Sector CSA Agreement 2024; Government Officers Salaries, Allowances and Conditions Award 1989
Qualifications:	Nil
Other:	The occupant of this position will require a successful criminal record screening clearance (National Police Certificate).

Reporting Relationships

This position reports to the Level 8, Business Services Manager CTF00038.

Positions under Direct Supervision

This position has no subordinates.

About the Construction Training Fund

The Construction Training Fund (CTF) is a statutory authority assisting Western Australia's building and construction industry to meet its demands for skilled workers.

CTF administers a training levy on building and construction work in Western Australia, under the *Building and Construction Industry Training Fund and Levy Collection Act 1990 (the Act)*. The revenue generated from the levy is returned to the industry's employers and workers through a range of grants and subsidies. These grants and subsidies reduce the cost associated with skills training required by a modern and progressive building and construction industry.

The CTF and its Board supports the functions of the Construction Training Council, which works closely with industry stakeholders and provides advice to the Government and the State Training Board to ensure that training meets the needs of one of Western Australia's biggest and most diverse industries.





The role

The Governance and Risk Manager is responsible for undertaking a coordination role of all corporate governance, risk management and audit across the CTF. The role undertakes the Secretariat function for the CTF's Board and sub-committees and is responsible for the management of all aspects of the Board and sub-committees.

Duties of the role

Corporate Governance

- Assist and provide advice in maintaining the development of the CTF's corporate governance framework.
- Coordinate and support the development and review of corporate governance policies in accordance with legislative, regulatory, and organisational requirements.
- Oversight Contract Management Frameworks and Policies.
- Oversight of the Client Relationship Management System (CRM) including reporting, stakeholder mapping and analysis.
- Maintains the Information Management System including management of the Records Management Policy, Procedures and Plan, and the coordination of onsite storage.

Risk Management

- Oversight and management of the Risk Management Framework, ensuring alignment with best practice and compliance with ISO 31000:2018 Risk Management - Principles and Guidelines, Public Sector Commission Circulars, Treasurer's Instructions and other Statutory Instruments governing the Western Australia Public Sector.
- Coordinate and contribute to the review and implementation of the Strategic and Operational Risk Registers.
- Develop and deliver risk, procurement and contract management education and training programs and workshops.
- Identify, review, analyse and monitor agency risk management issues and trends, including compliance issues and prepares reports for management and the Corporate Executive.
- Monitor and report on the progress of operational and strategic risk action plans across the CTF and liaise with key stakeholders to ensure accurate and timely reporting.

Strategic Planning and Alignment

- Research and interpret best practices across jurisdictions and the public sector in the development of corporate governance and risk management policy and procedures.
- Contribute to strategic management and business planning processes, ensuring the process for managing risks is integrated with strategic planning and management.
- Assist in developing and co-ordinating CTF's annual planning cycle including Risk Reviews, Audits and other items.
- Understand the political framework and interpret existing legislation and policy.
- Provides advice to all levels of officers and management in relation to risk management.
- Maintains awareness of contemporary practices and trends relating to risk management and governance.

- Identifies and supports business improvement activities.

Secretariat

- Coordinates the CTF Board and sub-Committee meetings, including preparation of agendas, supporting documentation, presentations, minutes and briefing materials.
- With the support of the Business Support Officer, arranges regional Board meetings, including stakeholder events.
- Coordinates annual planning for the Board and sub-committee.
- Liaises with the CTF Board and the sub-Committee Chair to coordinate membership and supports the process for appointments and re-appointments including the preparation of cabinet submissions, related ministerial briefings, induction packs and onboarding of new members.

Other duties

- Performs other duties as required.

Requirements of the position (Selection Criteria)

1.	Role Specific requirements	Demonstrated corporate governance, risk management and audit experience ideally within a government setting. Demonstrated experience providing Board Secretariat support.
2.	Shapes and manages strategy	Experience and knowledge of risk management, risk assessments and business continuity strategies and frameworks within a large and complex organisation.
3.	Achieves results	Highly developed conceptual, research, analytical and problem-solving skills, including initiative and the ability to identify issues and remedies. Demonstrated experience supporting internal and external audits, evaluation techniques and management practices.
4.	Builds productive relationships	Ability to develop, manage and maintain collaborative stakeholder relationships.
5.	Exemplifies personal integrity and self-awareness	Demonstrated commitment to improving organisational governance using a collaborative and team focused approach.
6.	Communicates and influences effectively	Ability to prepare presentations, written reports, briefing papers and educational material on complex matters for a range of audiences

Approval

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the role.

Chief Executive Officer

Approval Date