



<b>Position title</b> Principal Manager – Risk and Assurance Services		<b>Position number</b> 014978
<b>Classification level</b> Level 7	<b>Award/Agreement</b> PSA 1992 / PS CSA Agreement	<b>Effective date</b> May 2026
<b>Division and Directorate</b> Corrective Services Operational Support	<b>Branch</b> Assurance, Planning and Performance	<b>Location</b> Perth CBD

Mission	Principles	Values
<ul style="list-style-type: none"> <li>A fair, just and safe community for all Western Australians</li> </ul>	<ul style="list-style-type: none"> <li>High performing and professional</li> <li>Ethical and accountable</li> <li>Trained, safe and supported</li> </ul>	<ul style="list-style-type: none"> <li>Respecting rights and diversity</li> <li>Fostering service excellence</li> <li>Being fair and reasonable</li> </ul>

## Reporting relationships

Responsible to:	013480	Level 8	Director Governance and Assurance
<b>This position:</b>	<b>014978</b>	<b>Level 7</b>	<b>Principal Manager – Risk and Assurance Services</b>
Direct reports:	013535	Level 6	Senior Coordinator Reviews and Business Improvement
	015025	Level 6	Senior Coordinator Risk and Assurance Services
	017732	Level 5	Project Officer
	017733	Level 5	Project Officer

## About this position

The Assurance, Planning and Performance Directorate is accountable for the Corrective Services Divisions' Governance and Assurance capabilities as a direct support to the Commissioner and Deputy Commissioners. The directorate assumes a pivotal role in implementing, managing and maintaining the Corrective Services strategic and business planning activities, performance framework and monitoring and risk management and quality governance and assurance support.

The Principal Manager, Risk and Assurance Services is responsible for leading, developing, managing and maintaining operational risk management and assurance processes and standards relating to risk and assurance activities within Corrective Services. The position works collaboratively with the Performance Assurance and Risk Directorate within Professional Standards in managing risks across the division in accordance with the Department's risk management framework.

The position leads the provision of high level advice, guidance and support in relation to risk analysis across Corrective Services and provides input into the review of business processes, their effectiveness and how they align with the divisions operational and strategic business objectives, policies and practices.

## Key deliverables – what this position involves

- Leads the strategic development, implementation, management and ongoing review of the division's operational risk management, governance and assurance processes and standards in accordance with departmental risk and corporate governance and assurance frameworks.
- Leads the provision of facilitation and high level advice, guidance and support to key stakeholders in the development of control strategies, structures and accountability mechanisms as they relate to risk management and assurance processes across Corrective Services.

- Lead the provision of risk analysis, monitoring and reporting designed to proactively inform internal stakeholders of impending risks that requires mitigating actions being agreed and undertaken.
- Provides input into the review of internal business processes, their effectiveness and gap analysis to ensure alignment with the division’s operational and strategic business objectives, policies and practices.
- Ensures that ongoing, rigorous compliance, investigation and risk assessment programs are in place that minimise risk and improve compliance and capability across Corrective Services.
- Coordinates the implementation of recommendations arising from risk and assurance activities and develops repeatable processes to remediate risks and deliver on successful outcomes.
- Coordinates the provision of specialist advice, trend analysis and comprehensive risk and assurance reports to senior executive through the Corrective Services Performance and Risk Committee.
- Monitors the Occupational Health and Safety assurance processes within Corrective Services and prepares advice and reports for senior executive.
- Demonstrate a commitment to adhere to the Department’s Code of Conduct, Public Sector Commission’s Ethical Foundations and Equal Employment Opportunity legislation.
- Demonstrates the expected behaviours of the context for this role.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### Leadership expectations – our expectations of you

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

For this role, you will be someone who exhibits behaviours and mindsets within the leadership context of [Leading Others](#).

Essential selection criteria – what you need to bring to this role	
<b>1 Role specific requirements</b>	<ul style="list-style-type: none"> <li>• Significant experience in risk management and leading the development and implementation of risk and assurance processes in a large, complex, multi-disciplinary organisation.</li> <li>• Ability to apply strategic thinking to develop options and achieve outcomes and manage change effectively.</li> <li>• Demonstrated experience in monitoring and analysing issues and trends to address operational needs and foster business improvement.</li> </ul>
<b>2 Lead collectively</b> Seek and build key relationships, work together and focus on the greater good.	<ul style="list-style-type: none"> <li>• Knows how their work and the work of others align to broader agency goals.</li> <li>• Manages their work priorities and those of others and outcomes.</li> <li>• Addresses team issues.</li> <li>• Monitors progression to ensure deliverables are met.</li> <li>• Builds and supports effective work relationships.</li> </ul>
<b>3 Think through complexity</b> Think critically, work with ambiguity and uncertainty, assess solutions and	<ul style="list-style-type: none"> <li>• Applies critical thinking techniques to develop a range of options.</li> <li>• Uses their knowledge and skills and those of others to refine options.</li> </ul>

<b>Essential selection criteria – what you need to bring to this role</b>	
impacts, and take calculated risks.	<ul style="list-style-type: none"> <li>• Is solutions focused.</li> <li>• Understands the need for compliance to minimise risk.</li> </ul>
<p><b>4 Dynamically sense the environment</b> Be in tune with the political, social and environmental trends that impact the work; understand and recognise the needs of others and leverage relationships for desired outcomes.</p>	<ul style="list-style-type: none"> <li>• Remains aware of evolving team needs.</li> <li>• Seeks input of others before acting.</li> <li>• Adapts style depending on situation.</li> </ul>
<p><b>5 Deliver on high leverage areas</b> Identify priorities, pursue objectives with tenacity and be resilient in the face of challenges.</p>	<ul style="list-style-type: none"> <li>• Understands and can communicate the essential priorities.</li> <li>• Is able to identify and understand work area priorities and adjust as required.</li> <li>• Is able to monitor, adapt and ensure work priorities are incorporated into work activities.</li> <li>• Explores and seeks opportunities for innovation.</li> <li>• Scans the environment for possible obstacles and intervenes early to navigate setbacks.</li> </ul>
<p><b>6 Build capability</b> Proactively develop others; share learning to promote efficiency and effectiveness; and champion diversity and inclusion.</p>	<ul style="list-style-type: none"> <li>• Accepts they contribute to the development of others in a team or work group.</li> <li>• Leads by example and supports others with growth and development.</li> <li>• Embraces and encourages diversity within the workplace.</li> <li>• Responsible for fostering a positive sector culture.</li> </ul>
<p><b>7 Embody the spirit of public service</b> Display empathy, compassion, humility and integrity, and a genuine passion for the work; demonstrate a responsibility to Western Australians; and work in the interests of the public good.</p>	<ul style="list-style-type: none"> <li>• Shows workplace actions embody the spirit of public services.</li> <li>• Demonstrates empathy, compassion, integrity, and humility.</li> <li>• Supports others to excel.</li> <li>• Assumes responsibility for supporting others to embrace the spirit of public service.</li> </ul>
<p><b>8 Lead adaptively</b> Continuously seek to understand personal strengths and areas for improvement, be adaptive to change and adjust leadership style in different contexts.</p>	<ul style="list-style-type: none"> <li>• Continuously seeks opportunities to develop own knowledge, skills and expertise.</li> <li>• Recognises their impact on others and acts to model appropriate and suitable behaviours.</li> <li>• Seeks feedback from others to enhance personal effectiveness.</li> <li>• Embraces, leads and supports others through change.</li> <li>• Sources and seeks feedback from others to enhance leadership.</li> </ul>
<b>Desirable selection criteria</b>	
<i>Not considered essential to perform the role but may contribute to the ability to undertake the role.</i>	

**Essential selection criteria – what you need to bring to this role**

<b>9 Qualifications, knowledge and/or experience</b>	<ul style="list-style-type: none"><li>N/A</li></ul>
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**Special requirements, licenses, accreditations, and conditions**

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- The position holder must be willing to work occasional extended hours.
- The position holder may be required to travel within Western Australia for operational purposes.

**HR Certification**

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Upload date: 21 May 2026