

JOB ROLE STATEMENT

CORPORATE RISK AND LEGAL CO-ORDINATOR LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH LEGAL AND COMMERCIAL SERVICES POSITION NO P0056959

KEY RESPONSIBILITIES

Co-ordinate the development and management of the Corporate Risk Management Framework. Co-ordinate the activities relating to management and mitigation of fraud and corruption.

KEY DELIVERIES

Risk Management

- Co-ordinate development and management of the Corporate Risk Management framework.
- Undertake policy research and project management on legal and commercial policy matters, including (but not limited to) risk management, corporate governance, fraud and corruption and business continuity.
- Prepare risk management reports for strategic and operational management decisions.
- Maintain and apply up to date knowledge of risk management developments and issues across the private and public sector.
- Prepare and facilitate risk management education to managers and staff.
- Provide specialist support to managers and other staff with all aspects of corporate risk management.
- Liaise with Main Roads business units on all aspects of corporate risk management and provide specialist support for risk based decision making.
- Undertake other corporate policy and project work.

Corporate Integrity

- Co-ordinate and facilitate Main Roads' Fraud and Corruption Framework including staff education and awareness programs to minimise the incidence of fraud and corruption.
- Identify, report and target areas of special risk such as misconduct, conflict of interest and fraud and provide specialist support for mitigating risks.
- Co-ordinate and facilitate internal investigations regarding fraud and corruption including matters reported under the *Public Interest Disclosure (PID) Act 2003*.
- Co-ordinate responses to investigations undertaken by the Corruption and Crime Commission (CCC), the Ombudsman and other oversight agencies.

Legal Services

- Provide specialised guidance and assistance to internal stakeholders on sensitive matters of a legal nature based on advice given by legal providers.
- Undertake specialised research within the scope of the role.
- Co-ordinate the preparation and review of legal documents and commercial agreements.
- Co-ordinate the preparation and review of correspondence and reports of a legal or commercial nature.
- Co-ordinate the provision of legal advice obtained from the State Solicitor's Office (SSO) and contracted law firms.
- Provide specialist support and assistance with amendments to the *Main Roads Act 1930* and other relevant legislation and regulations.
- Co-ordinate other general legal matters, as requested.

Stakeholder Relationships

- Liaise with key stakeholders as required, including RiskCover, SSO, CCC, the Ombudsman's Office, contractors, law firms, investigative and oversight agencies, and members of the public.
- Build and maintain professional working relationships with other internal and external stakeholders.

OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	LEVEL 7	POSITION NO
LEGAL AND COMMERCIAL SERVICES MANAGER		P0063263

CORPORATE RISK AND LEGAL CO-ORDINATOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:


- Considerable skill, knowledge and experience in:
 - developing and implementing governance frameworks
 - building and enhancing stakeholder relationships
 - facilitating ethical behaviour programs
 - legal research, investigation and briefings
 - written communication, report writing
- Knowledge of:
 - and understanding the current Public Interest Disclosure (PID) Act
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

DESIRABLE:

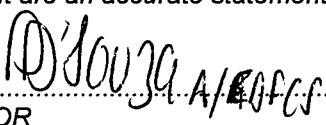
- A Diploma in Legal Services.

CERTIFICATION

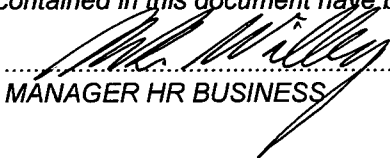
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 24/5/17
BRANCH/SECTION HEAD

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

SIGNATURE  DATE 24/05/2017
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 25/5/17
MANAGER HR BUSINESS