



JOB DESCRIPTION FORM

Position Details

Position Title	Risk Manager
Position Number	25266
Classification	Level 7 (PSCSA 2021)
Division	Operations
Branch	Corporate Services Support
Date Effective	01/03/2022

Reporting Relationships

Supervisor/Manager	Director Operations
Direct Reports	Nil

Overview of the Position

The Risk Manager leads the:

- development, implementation and review of the ODPP risk management framework,
- development and review of the ODPP's strategic risk policies and procedures, including *Work Health and Safety Act 2020* (WHS) legislation, governance and compliance.
- ODPP's management of risk activities,
- provision of research and high-level strategic advice and expertise on:
 - The WHS legislation and interpretation, meeting obligations and planning requirements;
 - The development and continuous review of business continuity plans and their implementation;
 - Governance frameworks defining responsibilities, practices and associated policies and procedures to ensure business objectives are met and risks managed,

The Risk Manager works across the ODPP to engage all staff in the implementation and review of Work Health and Safety governance and compliance, business risks assessment, business continuity plans and disaster recovery planning obligations.

Mission Statement

Mission

Our mission is to provide a fair and just criminal prosecution service for the people of Western Australia.

Vision

Our vision is to provide the highest quality prosecution service for the people of Western Australia.

Values

We are committed to applying the core values of justice, excellence, accountability, respect, independence, integrity and leadership to achieving our vision.

Culture

We strive to maintain a culture within which the people who make up the ODPP team are valued above all else. Those people are vital to the delivery of a prosecution service of the highest quality. We value a culture in which people treat each other with respect and in which people are provided with optimal training, knowledge and information: so they can perform their particular roles within the whole team to the very best of their ability.

Further, we value a culture which provides mentoring, supervision and management of people, so that they are supported in their development and provided with equitable opportunity to achieve their career aspirations at the ODPP.

By a culture which values teamwork, respect and support for each other, and which values providing people with the knowledge and opportunity to develop, we will be best placed to achieve excellence in the performance of the functions of the DPP.

About the ODPP's Legal Practice

The ODPP is an agency within the WA Public Sector. It operates independently of the Government and reports to Parliament through the Attorney-General. It is a critical participant in the administration of justice in the State of Western Australia.

The ODPP's core legal practice involves the prosecution of charges of indictable offences in the Supreme and District Court jurisdictions. The legal practice extends well beyond those limits.

The practice includes:

- managing the prosecution of indictable offences and appearing at disclosure/committal hearing stage of proceedings at Perth Magistrates Court
 - conducting appellate proceedings on behalf of the State of Western Australia which arise from the prosecution of indictable offences
 - managing the prosecution of indictable offences and appearing at proceedings at the Stirling Gardens Magistrates Court
 - taking proceedings which arise under the *Criminal Property Confiscation Act 2000*
 - prosecuting charges before the Perth Children's Court and prosecuting indictable offences before the President of the Children's Court elsewhere in Western Australia
 - providing high level assistance to the WA Police Prosecuting Division
 - prosecuting some charges at Magistrates Court
 - considering requests by WA Police to secure the extradition of persons required to answer charges of indictable offences in Western Australia
-

Job Description

KEY RESULTS AREA	OUTCOMES
Strategic Risk and Business Continuity	<ul style="list-style-type: none"> • Lead and manage the design, development, implementation and review of a risk management framework which includes risk criteria, risk identification, monitoring, evaluation and risk management • Leads and oversees the development and review of risk policies, procedures, guidelines and tools ensuring alignment with risk management practices and protocols. • Oversees and leads the establishment and maintenance of risk registers for the ODPP, ensuring an annual review of the risk management framework and supporting policies, frameworks and standards, providing input and drafting where required. • Provides expert advice and support to the Director of Public Prosecutions, Director Operations, executive and relevant business areas on risk management, WHS, business continuity, and disaster recovery including monitoring governance issues and undertaking risk assessments. • Initiates and develops standards and quality control measures relating to risk management ensuring the process for managing risks is integrated with the strategic planning and business planning processes. • Promotes a strong risk awareness culture across the ODPP. • Develops, implements and coordinates an annual review cycle for all risk management plans and business continuity plans. • Maintains an understanding of relevant legislation, regulations, Treasurer's Instructions and Australian standards governing risk, WHS and business continuity. • Assist with the development of the annual audit plan
Monitoring And Reporting	<ul style="list-style-type: none"> • Identifies, reviews, analyses and monitors the ODPP risk management issues and trends including compliance issues and prepares reports to support decision making processes. • Research developments in practices associated with risk management across State, national and international levels and provides advice on continuous improvement of risk management. • Ensures compliance with <i>ISO 19600 Compliance Management Systems</i>, <i>ISO31000 Risk Management</i>, and <i>Treasurer's Instructions</i>, and other regulatory obligations
Relationships	<ul style="list-style-type: none"> • Develops and maintains effective working relationships and communication with key internal and external stakeholders to develop and implement the ODPP risk management framework. • Works collaboratively with all areas to undertake risk evaluation and analysis and embed risk management practices operationally into all business areas. • Provides oversight and leadership in the development and delivery of risk education initiatives, training programs and support to ODPP managers and staff. • Delivers relevant high level presentations and facilitates workshops within the ODPP as required. • Presents to the Audit and Risk Committee meetings and represents the ODPP on external meetings and in professional networks.

Team Building	<ul style="list-style-type: none"> Works effectively as a member of the Operations team and broader ODPP teams to achieve specified outcomes.
Workplace Behaviours	<ul style="list-style-type: none"> Demonstrates ethical behaviour in all dealings with colleagues and stakeholders. Complies with the Public Sector Code of Ethics and the ODPP's Code of Conduct. Demonstrates commitment to the core values of the ODPP.

Work Related Requirements

Essential

COMPETENCY	DESCRIPTION
Job specific Knowledge and Skills	<ul style="list-style-type: none"> Experience in managing the development, implementation and review of risk, business continuity and governance frameworks and promoting business improvement. Proven track record in developing and implementing risk management and business continuity programs in complex environments. Knowledge of risk management principles and methodologies and the application of these in a complex business and legal environment. Knowledge of WHS legislation, Treasurer's Instructions and Australian Risk Standards.
Problem Solving	<ul style="list-style-type: none"> Highly developed research, analytical and problem solving skills including the ability to provide innovative future focussed solutions to complex problems.
Teamwork	<ul style="list-style-type: none"> Proven ability to work collaboratively within a team environment and contribute to the achievement of team goals.
Organisational and Planning Skills	<ul style="list-style-type: none"> Demonstrated well developed planning and organisational skills including the ability to coordinate and manage projects to achieve outcomes within expected timeframes.
Communication	<ul style="list-style-type: none"> Demonstrated highly developed written communication skills, including experience in research, preparing reports, briefing notes and responses, evidence based, for senior management and external stakeholders. Demonstrated highly developed verbal communication and interpersonal skills to undertake productive consultation, collaboration, negotiation and build effective relationships with key internal and external stakeholders.

Desirable

COMPETENCY	DESCRIPTION
Qualifications	<ul style="list-style-type: none"> A tertiary qualification in a relevant discipline

Certification

The details in this document are an accurate statement of the responsibilities and requirements of the position.

Signature


.....
A/Director Operations

Date

4.3.22.....

