



Consultant, Risk Risk and Assurance

Position number	00019294
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 5
Reports to	Manager, Risk and Policy Governance (Level 8)
Direct reports	Nil

Context

The Professional Standards and Conduct Division includes the Standards and Integrity Directorate, the Risk and Assurance Directorate, the Legal and Legislative Services Directorate, the Parent Liaison Office, and the Personnel Screening Unit. The Division provides strategic leadership to enable the development, implementation and effective management of policies and strategies that fulfils statutory obligations and ensures that the highest standards of professionalism and integrity are demonstrated by all staff in the Department. The Division provides strategic advice to Corporate Executive on risk profiling and management, corruption prevention, internal control, complaints investigation and management, as well as child protection strategies, working with children compliance monitoring, criminal history screening and legal and legislative advice.

The Risk and Assurance Directorate delivers an independent and objective assurance and strategic advisory service to:

- provide assurance to the Director General and the Audit and Risk Committee that the Department's financial and operational controls are operating in an efficient, effective, economical, and ethical manner;
- assist management in improving the Department's business performance;
- provide a risk management governance function with its focus on assisting staff to manage risks effectively; and
- ensure the development, coordination and review of the Department's operational policies and delegations are aligned with the Department's strategic direction and governance function.

This position is expected to maintain, promote, and model ethical practice and appropriate standards of conduct and behaviour that align with the values of the Department's Code of Conduct: integrity, equity, voice, truth-telling, teamwork, care, and learning.

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Key responsibilities

Risk Management and Business Continuity

- Assist with the development, implementation, management and ongoing review of the Department's Risk Management Framework, Risk Appetite Statement, Business Continuity Framework and Business Continuity Plans.
- Support and coordinate the input into the Department's Key Enterprise Risks, controls, and treatment action plans.
- Support and coordinate the conduct and input into Business Impact Analyses and Business Continuity Action Cards/Plans.
- Assist with the management and maintenance of the Department's risk management system.
- Assist with the development and maintenance of risk reporting, including dashboards.
- Assist with reviews of local business processes to ensure alignment with the Department's operational and strategic business objectives, policies, and practices.
- Undertake a range of data management projects to support research, analysis and evaluation of risk management and business resilience initiatives.
- Undertake research and critical data analysis on industry leading practices for risk matters.
- Undertake research and updates electronic databases with information relating to risk management and business continuity activities.
- Assist with the maintenance of risk-related mandates and charters to ensure their ongoing relevance.
- Contribute to the development, implementation and review of policies and procedures related to best practice risk management and business resilience.
- Provide operational input into the procurement and monitoring of outsourced contracts.

Stakeholder Engagement and Support

- Engage with key stakeholders to provide advice, guidance, and support in the development of control strategies and accountability mechanisms as they relate to risk management and business continuity processes.
- Provide operational advice and guidance on risk management and business resilience issues.
- Assist with the design, implementation, facilitation, and delivery of training sessions on key business issues pertaining to the Department's Risk Management and Business Continuity strategies.
- Assist with the development of tools and resources to support business areas and schools in managing risks and business continuity locally.

Selection criteria

1. Considerable knowledge of contemporary risk management, business continuity or incident management processes and procedures.
2. Demonstrated skills and experience in the collation, analysis and visualisation of various data sources using analytical tools and technologies.
3. Well-developed conceptual, analytical and research skills including the ability to identify innovative solutions to solving problems.
4. Ability to work collaboratively and develop positive relationships within a team environment and contribute to the achievement of team goals and objectives.
5. Well-developed communication and interpersonal skills with the ability to establish and maintain effective working relationships.
6. Well-developed written communication skills, including the ability to contribute to the preparation of reports, briefing notes, and general correspondence.

Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

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

ENDORSED

Date 26 November 2024
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