



## Senior Consultant, Risk

### Risk and Assurance

<b>Position number</b>	00019297
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 6
<b>Reports to</b>	Manager, Risk and Policy Governance (Level 8)
<b>Direct reports</b>	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.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Support the development, implementation, management and ongoing review of the Department's Risk Management Framework, Key Enterprise Risks, Business Continuity Framework and Business Continuity Plans.
- Review, analyse and evaluate a broad suite of local business processes to ensure alignment with the Department's operational and strategic business objectives, policies, and practices.
- Implement and maintain risk-related mandates and charters to ensure ongoing compliance.
- Develop, implement and review policies and procedures related to best practice risk management and business continuity.
- Assist with the development and maintenance of risk assessment programs and reporting to improve business resilience and operational risk management across the Department.
- Undertake research and critical data analysis on industry leading practices for risk governance matters.
- Develop and maintain risk assessment programs and contemporary reporting.
- Ensure risk management system administration.
- Undertake research and critical data analysis.
- Provide high-level advice to management on the development of control strategies and accountability mechanisms.
- Lead the design, implementation, facilitation, and delivery of targeted state-wide education sessions on key business issues pertaining to the Department's Risk Management and Business Resilience strategies.
- 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.
- Develop tools and resources to support business areas and schools in managing risks and business continuity locally.
- Assist in the supervision of external consultants undertaking specific risk and business continuity management activities, including management of contracts to ensure value is delivered to the Department.

## Selection criteria

1. High-level knowledge of, and experience in, driving the development, management, and delivery of internal audit and assurance strategy, standards, practices, and innovation.
2. High-level experience and knowledge related to the provision of internal audit and assurance services, including sound knowledge of legislation requirements and standards governing public sector financial administration and accountability.
3. A proven ability in leading and developing teams, including guiding and mentoring staff in planning audit processes and procedures and an ability to coordinate and deliver strategic outcomes.
4. Demonstrated skills and ability to analyse complex and unstructured problems, assess their materiality and significance from a business perspective, develop innovative solutions and advise management.
5. Excellent interpersonal and verbal communication skills with the ability to work cooperatively with others at all levels and to independently manage an audit function to achieve significant outcomes.
6. High-level written communication skills with experience in preparing complex audit documentation and advice to senior managers.
7. Sound understanding of contract management, stakeholder liaison and data analytics in relation to the delivery of internal audit and assurance services.

## 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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