



Principal Consultant, Risk Risk and Assurance

Position number	00036578
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 7
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

- Develop and maintain expert knowledge of contemporary practices and trends relating to strategic risk management and business continuity planning.
- Provide strategic leadership and administrative and risk governance support to the Department's Corporate Executive, Audit and Risk Committee, and sub-committees, as required.
- Support the development, implementation, management, communication and ongoing review of the Department's Risk Management Framework, Risk Appetite Statement, Business Continuity Framework and Business Continuity Plans to ensure best practice and compliance with all relevant statutory instruments governing the WA Public Sector.
- In consultation with the Manager and Director, provide support in the identification and management of the Department's Key Enterprise Risks and the development of controls and treatment plans to mitigate the risks.
- Examine and maintain risk-related mandates and charters to ensure their ongoing relevance.
- Provide input to developing, implementing and reviewing of policies and procedures related to best practice risk and business continuity management.
- Ensure that ongoing, rigorous risk assessment programs and reporting is in place to improve business resilience and operational risk management across the Department.
- Undertake high-level research and critical data analysis on industry leading practices for risk and business continuity matters.
- Supervise external consultants undertaking specific risk and business continuity management activities, including management of contracts to ensure value is delivered to the Department.
- Engage with key stakeholders to provide high level strategic advice, guidance, and support in the development of control strategies and accountability mechanisms as they relate to risk management and business continuity processes.
- Develop and provide the tools and resources to support business areas and schools in managing risks and business continuity locally.
- Represent the Department on corporate or system-wide projects or policy initiatives impacting on risk and business continuity.

Selection criteria

1. High-level knowledge and experience in risk management and business resilience, including expertise in risk management governance and controls from a government or similar context.
2. Highly developed research and risk management skills, including the ability to identify issues and trends and provide innovative solutions to complex issues.
3. Highly developed oral and interpersonal communication skills, including the ability to undertake high-level consultations and collaborations.
4. Highly developed written communication skills, including experience in preparing correspondence, reports, ministerials, briefing notes and policy.
5. Highly developed people management skills, including the ability to lead and develop teams, guide and mentor staff to achieve expected outcomes.
6. Highly developed conceptual and analytical skills with a proven ability to implement processes to facilitate the monitoring, reporting and delivery of outcomes on schedule in a demanding environment.

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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