

## Manager, Risk and Policy Governance

### Risk and Assurance

<b>Position number</b>	00040797
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 8
<b>Reports to</b>	Director, Risk and Assurance (Level 9)
<b>Direct reports</b>	Principal Consultant, Risk (Level 7) Principal Consultant, Policy Governance (Level 7) Senior Consultant, Risk (Level 6) Consultant, Risk (Level 5) Consultant, Policy Governance (Level 5) Policy Governance and Research Officer (Level 4)

### 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**

### **Risk and Business Continuity**

- Maintain expert knowledge of contemporary practices and trends relating to strategic risk management and business continuity planning.
- Proactively identify and manage the Department's Key Enterprise Risks and develop treatment plans in consultation with the Corporate Executive to mitigate the risk.
- Provide proactive, strategic leadership and assurance to the Department to improve business continuity, performance, compliance, and accountability.
- Lead, plan and deliver the Department's assurance, enterprise risk and business resilience functions to ensure relevant information is provided to the Corporate Executive on best practice and regulatory requirements to support quality delivery and outcomes.
- Lead the development and review of frameworks for the Department's enterprise risk and business continuity areas within defined financial and resource constraints and to ensure best practice and compliance with all relevant statutory instruments governing the WA Public Sector.

### **Policy and Delegations Governance**

- Lead the strategic development, implementation, and ongoing review of the Department's Policy Framework and Delegation Register to ensure alignment with the Department's strategic direction, governance requirements and legal obligations.

### **Branch Management**

- Deliver high level management expertise with an emphasis on quality risk management and policy governance processes that address organisational accountability and support broad client needs across the Department.
- Provide advice and support to the Director in the development and delivery of strategies and initiatives.
- Lead, plan and undertake reviews of identified programs, projects, and policies, including reviews of compliance with the relevant standards in relation to enterprise risk, business continuity practices.
- Procure, brief and manage specialist external consultants engaged in undertaking reviews.
- Develop, disseminate and support departmental policies related to assurance, policy governance, risk management and business continuity.
- Develop and oversee the implementation of systems and processes for establishing enterprise risk assessment, business continuity ensuring processes are managed with integrity, sensitivity and in line with the established process.
- Review existing enterprise risk management, business resilience and policy governance systems and processes and provides leadership and high-order advice to the Executive Director and departmental staff on continuous improvement strategies in these areas.
- Collect, analyse and provide evaluation, performance and statistical information to meet planning and reporting requirements.
- Prepare correspondence, briefing notes and speech notes, as required, for Senior Executive on matters relevant to enterprise risk, business continuity and policy governance.
- Manage, mentor and lead the risk, business resilience and policy and delegations

governance team and build capability, assign tasks and ensure an equitable workload distribution to optimise performance and productivity.

- Manage resources appropriately and ensures legislative requirements are met.
- Represent the directorate on committees and working parties, as required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements, and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

### **Stakeholder Engagement and Support**

- Engage collaboratively with stakeholders across the Department to raise awareness of the Directorate's core purpose and value to the organisation.
- 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, business continuity processes and policy governance.
- Lead the development and provision of tools and resources to support business areas and schools in managing risks and business continuity locally.
- Strategically plan and oversee training on risk management and control to support the Department's strategic goals and to enable the continuity of business activities.

### **Selection criteria**

1. High-level knowledge of, and experience in, driving the development and implementation of risk management, business continuity and policy governance standards, best practice, and innovation.
2. High-level skills in leading and developing teams, including guiding and mentoring staff in planning risk management, business continuity, and policy governance processes and procedures and an ability to coordinate and deliver strategic outcomes.
3. High-level ability to analyse complex and unstructured problems, assess their materiality and significance from a business perspective, develop innovative solutions and advise management.
4. Excellent interpersonal and verbal communication skills with the ability to work cooperatively with others at all levels and to independently manage a risk, business continuity and policy governance function to achieve significant outcomes.
5. High-level written communication skills with experience in preparing complex risk and business resilience documentation and advice to senior managers.

### **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  
Reference D25/0200449