**Governance and Risk Coordinator, Level 5 (DPC19055)**

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| Division/Directorate:  | State Services | Reports to:  | Manager Governance and Strategy |
| Branch/Section:  | Governance and Strategy | Supervises:  | Nil  |
| Location:  | West Perth  |  |  |

# Our vision is to lead a connected government that delivers a brighter future for Western Australians.

The Department of the Premier and Cabinet (DPC) leads the public sector in providing whole-of-Government advice and support to the Premier and Cabinet in their service of the WA community.

Our areas of responsibility include Office of Digital Government, Intergovernmental Relations and Strategic Priorities, Aboriginal Engagement and Community Policy, Infrastructure, Economy and Environment and State Services.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

# Our values, *Leadership, Connection and Impact*, underpin the way we work.

As part of the State Services Division, the core purpose of the Governance and Reporting Branch is to manage the Department's corporate governance and risk exposure. This includes oversight and coordination of the Department Corporate Governance Framework; Key Performance Indicators across business divisions; oversight of the business continuity plans; coordination of internal audits and assistance with external audits; consideration of integrity matters including conflict of interest disclosures; and Procurement Services for the Department.

# About the Role and Responsibilities

The Governance and Risk Coordinator provides governance and risk support and advice, assists in research and analysis in relation to the development, implementation and review of key governance and risk initiatives across the Department.

# Corporate Governance

* Assist and provide advice in maintaining the development of the Department’s corporate governance framework.
* Coordinate and manage projects in terms of process, management and delivery towards achieving policy outcomes.
* Monitor project performance against agreed indicators. Share lessons learnt from project evaluation.

# Audit and Risk Management

* Undertake review and evaluation of the Department’s Risk Management Framework, ensuring alignment with best practice and compliance with ISO 31000:2018 Risk Management - Principles and Guidelines, Public Sector Commission Circulars, Treasurer’s Instructions and other Statutory Instruments governing the Western Australia Public Sector.
* Coordinate and support the Audit and Risk Lead in delivering audits and managing findings.
* Contribute to the development and implementation of the Department’s Risk Register.
* Undertake research and analysis and consults with internal stakeholders to identify and mitigate key operational and project risks across the Department.
* In consultation with the Audit and Risk Lead, undertake the management of a risk, audit and performance management system.
* Develop and deliver risk education and training programs and workshops within the Department, including the roll-out of the risk audit and governance management system across the Department.
* Identify, review, analyse and monitor agency risk management issues and trends, including compliance issues and prepared reports for management and the Corporate Executive.
* Monitor and report on the progress of operational and risk action plans across the Department and liaises with key stakeholders to ensure accurate and timely reporting.

# Strategic Alignment

* Research and interpret best practices across jurisdictions and the public sector in the development of corporate governance and risk management policy and procedures.
* Contribute to the Department’s strategic management and business planning processes, ensuring the process for managing risks is integrated with strategic planning and management.
* Provide support in the delivery and implementation of projects, including oversight of the Business Continuity Plan.
* Provide support in the development, implementation and oversight of the Department’s corporate governance function, including in relation to external accountability requirements.
* Assist in developing and co-ordinating the Department’s annual planning cycle.
* Understand and can apply knowledge of government and its components.
* Contributes to corporate governance policy development.
* Understand the role, accountabilities and obligations of public sector employees.
* Understand the political framework and interpret existing legislation and policy.
* Provide support and advice to corporate governance committees and working groups.

# Critical Thinking

* Understand and apply research methodologies in developing corporate governance policy options. Define the scope of the problem and identify whether the approach will achieve the required outcomes.
* Interpret information gathered from a variety of sources for the current corporate governance agenda. Evaluate the integrity and comparability of sources. Identify gaps.
* Recommend/advise of changes to functions and processes based on performance reviews and assists in monitoring the implementation of changes as a result of performance reviews recommendations.

# Communication and Engagement

* Liaise with staff and stakeholders involved in project delivery to identify issues and possible options.
* Develop and communicate key arguments clearly (verbal and written).
* Assess preferred project options based on reliable evidence to enable key people to make and defend decisions.
* Understand the legislative implications for corporate governance policy delivery. Adapt proposals to ensure the selected option will work in practice based on stakeholder feedback and concerns.
* Provides advice to all levels of officers and management in relation to risk management.
* Monitors and reviews the Department’s management and corporate achievements against operational plans, including the compilation of outcome indicators and reports as required.
* Maintains awareness of contemporary practices and trends relating to risk management and governance.
* Provides advice in a consistent and timely manner on trends that may affect the Department as a whole.

## Corporate Responsibilities

* Exhibits accountability, professional integrity and respect consistent with DPC Values, the Code of Conduct, and the public sector Code of Ethics.
* Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the Department and complying with all provisions of the *Work Health and Safety Act 2020*
* Undertakes other duties as required.

## Building Leadership Impact

We consider all our people as leaders. We believe leadership to be critical to the success of the Department and the public sector and, to support this, we have adopted [Leadership Expectations](https://www.wa.gov.au/organisation/public-sector-commission/leadership-expectations).

This role operates in the [Personal Leadership](https://www.wa.gov.au/government/document-collections/personal-leadership) context, where leadership is about motivating and enabling others to deliver high quality work that contributes to the agency.

## Work Related Capabilities (Selection Criteria)

1. Experience and knowledge of risk management, risk assessments and business continuity strategies and frameworks within a large and complex organisation.
2. Demonstrated experience in auditing, evaluation techniques and management practices.
3. Ability to develop, manage and maintain collaborative stakeholder relationships in a diverse environment to improve service delivery and manage expectations
4. Highly developed conceptual, research, analytical and problem-solving skills, including initiative and the ability to identify issues and remedies.
5. Ability to prepare presentations, written reports, briefing papers and educational material on complex matters for a range of audiences.

For permanent appointments you must also be eligible to live and work in Australia indefinitely. Employees engaged on fixed term appointments need a valid work visa for the duration of their contract.

Appointment is also dependent on a 100-point identification check and Criminal Records Screening Clearance.

# Certification

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| Authorising Signature: |  | People Services: |  |
| Date:  |  | Date: |  |