



POSITION DESCRIPTION

Risk Coordinator

Reports to: Senior Manager Compliance & Risk

Department: Compliance & Risk

Classification: PACCT 6

Location: Mildura

Primary objectives

- Lead the Institute's implementation of the Risk Management Improvement Plan;
- Collaborate with Institute Management and the Risk Committee to update and maintain the Enterprise Risk Management Framework;
- Collaborate with Institute Management to operationalise and implement the Compliance Management Framework;
- Regularly review and maintain the Institute's Strategic Risk Register and associated actions;
- Review and enhance the Institute's monitoring and reporting of enterprise-wide risks;
- Provide expertise and guidance to Institute staff, using a risk-based approach to identify and address governance and compliance obligations.

Position summary

The position reports directly to the Senior Manager Compliance & Risk

The position provides a key risk management function to the wider Institute by implementing and maintaining systems and processes that ensure the Institute meets various governance, compliance and risk obligations.

Key responsibilities

1. Lead the Institute's implementation of the Risk Management Improvement Plan

- a. Work collaboratively with key stakeholders to implement the Institute's Risk Management Improvement Plan.

- b. Use a risk-based approach to prioritise the implementation of the Risk Management Improvement Plan.

Report regularly to Management and the Risk Committee on the progress of implementation of the Risk Management Improvement Plan.

2. Operationalise the implementation of the Enterprise Risk Management Framework

- a. Collaborate with Institute Management and the Risk Committee to update and maintain the Enterprise Risk Management Framework.
- b. Enhance communication across the wider Institute about the Enterprise Risk Management Framework.
- c. Work with senior leadership and key stakeholders to provide a clear vision of what “good risk management and optimisation” looks like.
- d. Report to and regularly attend meetings with the Executive Leadership Team and Risk Committee.
- e. Maintain SuniTAFE’s Strategic Risk Registers.
- f. Review and maintain the risk reporting system to provide management with real time assurance on risks and controls.
- g. Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required.
- h. Ensure risk management incorporates linkages to the SuniTAFE Strategic plan and corresponding business plans reviews.
- i. Complete annual risk management declarations made by the Board ensuring they are completed on time.
- j. Promote a culture of risk awareness, ensuring SuniTAFE pursues its strategy and business objectives, based on prudent risk management disciplines.
- k. Identify training needs for risk management and oversee development of risk competence and awareness across the organisation. This includes improving the understanding of code of conduct, risk culture and risk management.

3. Use a risk-based approach to address governance and compliance obligations.

- a. Support implementation of the Compliance Management Framework (CMF) in accordance with the CMF Work Plan.
- b. Contribute to regular corporate reporting on compliance and risk activities (both internal and external to the organisation).
- c. Provide support to the internal audit function, including coordinating the response to information requests.
- d. Apply a risk-based approach to support Institute staff at varying levels to address governance and compliance obligations.
- e. Work with Institute subject-matter experts to develop and review Institute policies and their supporting procedures for Board adoption.
- f. Create and distribute complex written documents on request including policies, procedures,

- reports and other governance-related documentation.
- g. Provide informed advice and guidance to Institute staff on governance and risk-related topics.
 - h. Provide support to the Manager Compliance & Risk in projects and submissions undertaken by the Compliance & Risk Unit.

Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute’s annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend divisional and other meetings as required.
- Complies with OH&S and EEO legislation;
- Ensure compliance with SuniTAFE’s Staff Code of Conduct, Child Safety Policy and Child Safety Procedures at all time.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Reports to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrates a willingness to adopt change and new initiatives.
- Represents the Institute professionally at all times.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- A tertiary level qualification and several years’ experience in a similar role, or lesser qualifications with considerable risk, governance and compliance experience.

- Demonstrated ability to review and analyse complex regulatory and legislative obligations, policies and systems and identify and recommend changes where appropriate.
- Demonstrated ability with risk management and document management systems and procedures.
- Ability to create strong working relationships with staff at various levels in the organisation.
- Excellent organisational skills including the ability to prioritise tasks establish and monitor schedules and meet deadlines.
- Highly developed written and oral communication skills including attention to detail, research and capacity to prepare reports for Management.
- Intermediate to advanced knowledge of MS Office Suite (Word, Excel, PowerPoint) and Adobe Creative Suite.
- An awareness of the importance that relevant legislation, policies and procedures play in ensuring organisational compliance.
- A commitment and ability to work to a high standard of professionalism, including accuracy and an eye for detail.

Organisational relationships

Subordinates	Key Relationships	
	Internal	External
Nil	<ul style="list-style-type: none"> • Senior Manager Compliance & Risk • Quality & Compliance Officers • Executive and Senior Management Teams • Risk Committee • Executive Assistant Committees 	<ul style="list-style-type: none"> • nil

Organisational environment

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura, Swan Hill, Horsham and Robinvale, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of

courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

Key selection criteria

- A tertiary level qualification and several years’ experience in a similar role, or lesser qualifications with considerable risk, governance and compliance experience.
- Demonstrated ability to review and analyse complex regulatory and legislative obligations, policies and systems and identify and recommend changes where appropriate.
- Demonstrated ability with risk management and document management systems and procedures.
- Ability to create strong working relationships with staff at various levels in the organisation.
- Highly developed written and oral communication skills including attention to detail, research and capacity to prepare reports for Management.

The successful candidate will be required to provide:

- ***A successful criminal record check which is less than 6 months old***
- ***A working with children check; and***
- ***A COVID-19 digital vaccination certificate indicating a minimum of two vaccinations***

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services	Di Schmidt GM, Department	[name] Incumbent
Date:		