

Job Description Details	
Job Title	Risk and Assurance Officer
Department/Division	Business Services
Reports to	Risk and Assurance Manager
Direct Reports	Nil
Agreement	Brightwater Care Group Health Services Union of WA Enterprise Agreement

Brightwater Mission
<p><i>Pursuing the Dignity of Independence</i></p> <p>For Brightwater, no one is beyond care. Here, we value the potential that lives inside each and every one of us, no matter what that looks like. Our amazing ability to strive towards our best self every day, to keep learning and to keep growing. This drives all that we do. Sure, it's not always easy, but this journey that we're on together comes with its own reward. This pursuit of independence brings with it the dignity of control over our own lives. And everyone deserves the right to pursue that.</p>

Commitment to Mission and the Brightwater Spirit	
Embrace and apply the Brightwater Spirit – our values and behaviours – in all interactions with staff and customers. Our commitment to the Brightwater Spirit enables us to achieve our Mission, <i>Pursuing the Dignity of Independence</i> .	
Caring	We care for and about each other. We work together to provide inclusive and relevant services in ways that meet the needs and goals of our clients.
Authentic	We are open and genuine, enabling us to build meaningful relationships with our clients and each other.
Progressive	We are inspired to continuously improve ourselves and our services for the benefit of our clients.
Courageous	We find strength in order to make a difference.

Diversity and Inclusion Statement
At Brightwater, we welcome people with the full diversity of life experiences, thoughts and beliefs. We foster a culture of inclusion, collaboration and innovation where our clients and staff can flourish.

Position Purpose
Reporting to the Risk and Assurance Manager, this position is responsible for providing high-level support to deliver a systematic approach to effective risk management, business continuity and crisis planning activities.
This position will also administer and maintain Brightwater's contract management system including the monitoring and compliance with contractual obligations.

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Risk and Assurance Officer	0	12/09/24	Risk & Assurance Manager	Manager People and Culture Operations	
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Key Duties/Accountabilities

1. Provide high level support on a range of risk management, insurance and business continuity and crisis planning activities to advance the continuous development of Brightwater Risk Management Framework.
2. Engage and provide advice and guidance to risk owners on a range of risk, business resilience, compliance, and insurance matters, to progress continuous improvement activities and strategic growth opportunities.
3. Assist the Risk and Assurance Manager to provide insightful risk reporting and analysis to various stakeholders including the Board, Audit & Risk Committee and Executive Group.
4. Assist in the enhancement of the organisation's Business Continuity and crisis management frameworks, documents and processes.
5. Support the Risk and Assurance Manager to undertake risk and control assessments, assisting with deep dive risk assessments, and testing risk controls.
6. Maintain Strategic and Operational level Risk Registers, including Key Risk Indicators, and Brightwater's Risk Management Framework and procedures.
7. Contribute to internal audits, and insurance renewal efforts to ensure robust risk mitigation strategies are in place.
8. Oversee administration and maintenance of the Contract Management System and liaise with business units to ensure both currency of contracts and compliance with obligations.
9. Provide support to Brightwater's Insurance Program, including liaising with insurance brokers and support business with claims and notifications to insurer as required.
10. Provide support to the operational and procurement processes associated with managing third-party risks.
11. As directed by the Risk and Assurance Manager, provide support to management, operational levels and project teams in the delivery of strategic change improvements and other organisational wide initiatives.
12. Assist in the delivery of a range of reports and updates to the Board and Board sub committees, and as directed by the Risk and Assurance Manager.

Key Working Relationships

1. Risk and Assurance Manager.
2. Business Services.
3. External stakeholders, including insurance brokers, insurance companies, and consultants.

Professional Development

1. Accept responsibility for updating/developing own knowledge/skills in relation to professional practice.
2. Actively participate in opportunities for performance feedback with a growth mindset, including reviews and check-ins; reflect on own performance and set goals.
3. Complete essential training courses within the required timeframes and embed learning outcomes to continuously improve skills and work performance.
4. Attend and contribute to staff meetings/discussions and collaborate with team members to improve outcomes.

Safety and Health

1. Actively promote a positive safety and health culture by caring for self and others, demonstrating attention to physical, mental, emotional, cultural, and psychological safety.
2. Take proactive and responsible actions to avoid, eliminate or minimize hazards.
3. Accept responsibility for understanding and recognising the risks and hazards associated with work duties.
4. Report all incidents, hazards, and injuries immediately.
5. Use equipment, such as personal protective and manual tasks equipment, as trained and required.
6. Adhere to infection control principles and practices.

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NDIS Risk Assessment

This position is not considered to be a risk assessed role and therefore does not require the person to hold an NDIS Worker Screening Check.

Other Information

Nil

Selection Criteria – Qualifications, Skills, Knowledge, Experience

1. Tertiary degree and qualifications (Business, Risk Management, Business Administration, or a related field)
2. Minimum 3 years' experience in a relevant business or consulting role.
3. Proven experience in providing support in implementing and maintaining complex and detail-orientated systems such as risk management, business continuity and contract management.
4. Proven experience in providing support in implementing and maintaining complex and detail-orientated systems such as risk management, business continuity and contract management.
5. Results-orientated individual who actively identifies opportunities for quality improvement in all duties.
6. Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
7. Sound technical, analytical, and problem-solving abilities, with a strong attention to detail.
8. Highly organised professional with the ability to multi-task, plan and manage work processes involving multiple stakeholders to meet deadlines and can demonstrate stability of performance under pressure.
9. Strong computer skills with sound knowledge of Microsoft applications, including MS Excel, MS Teams.
10. Demonstrated initiative with the ability to work autonomously with minimal instruction and collaboratively as part of a high-performing team.
11. Aged care, health industry, or service orientated experience (desirable).
12. Satisfactory National Police Certificate obtained within the last 12 months.

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