

## POSITION DESCRIPTION

Position Title	Deputy Director, Risk & Safety
Business Unit	People & Culture
Appointment Level	SMO
Reporting To	Chief People Officer
Number of Direct Reports	2
Delegation Band	Band 5
Position Number	TBA

## THE UNIVERSITY OF CANBERRA

The University of Canberra is a young University anchored in the national capital and works with government, business, and industry to serve our communities and nation. The University of Canberra challenges the status quo; always pursuing better ways to teach, learn, research, and add value – locally and internationally.

Our purpose is to provide education which offers high quality transformative experiences; to engage in research which makes a difference to the world around us; and to contribute to the building of just, prosperous, healthy, and sustainable communities.

The University of Canberra has recently established its long-term ambitions through its new decadal strategy: *Connected*. Through its three objectives (Connected to Canberra, Connected for life and Connected UC), the University of Canberra aims to build sustainable communities through deep collaborations that are locally focused and globally relevant, partner for life with our students to shape our economic, social and cultural futures and deliver an outstanding, digitally connected experience that removes barriers to accessing higher education.

## OUR PURPOSE AND VALUES

Our [purpose and values](#) are the heart of this university. They describe our core identity: who we are and how we behave at the University of Canberra. They were developed by our people for our people.

## GALAMBANY

Together we work to empower, connect and share knowledge with our people, cultures and places



## BUSINESS UNIT OVERVIEW

The purpose of the People and Culture function is to foster a positive and productive work environment by managing and supporting the organisation's people management frameworks, programs and systems; ensuring they are contemporary in design and practice, to enable the University to achieve its vision and strategy.

To achieve this, the People and Culture function is responsible for attracting, developing and retaining talent; ensuring the wellbeing and safety of employees, including risk management and business continuity; and promoting a strong and inclusive organisational culture through the UC Values.

## POSITION PURPOSE

The Deputy Director, Risk & Safety is responsible for leading a team focused on supporting the University to build and maintain a strong, fit-for-purpose risk, safety and wellbeing, and compliance management culture. Functions of the team will include risk and compliance management, coordination of the internal audit program, health safety and wellbeing, business continuity and emergency management.

The Deputy Director, Risk & Safety will work with senior executive, and academic and professional staff leaders to ensure the University effectively manages its strategic and operational risks. The position will work closely with the Council's Audit and Risk Management Committee to build and enhance risk management awareness, capabilities, processes and controls.

The Deputy Director, Risk & Safety will provide support to the University's Critical Incident Management Team (CIMT) as required.

## PRIMARY RESPONSIBILITIES

Reporting to Chief People Officer, the occupant of this position will be required to:

- lead and manage the Risk & Safety team focused on supporting the University to build and maintain a strong, fit-for-purpose risk, safety and wellbeing, and compliance management culture;
- in consultation with the Executive and the ARMC, provide leadership and direction of the risk and compliance management function including the development, implementation, and continuous improvement of relevant plans, policies and procedures;
- lead and manage all activities relating to the University's internal audit program for the University and its controlled entities;
- provide oversight, expert advice and assistance concerning the assessment and management of risks across the University, including supporting management to assess, control and mitigate risks to their objectives and strategies, including:
- develop and maintain the University's Strategic Risk Register on an annual basis;
- provide expert advice and assist faculties, business units and controlled entities to embed risk management within business processes, and help promote and raise awareness of risk and related governance frameworks so that risk identification and management becomes a core element of all aspects of the University;
- ensure effective risk management is embedded across key University functions and processes, including compliance requirements, academic risk, project management, contracts, procurement and event management processes;

- provide advice and assistance concerning the University's business continuity arrangements, including the development and currency of relevant faculty and business unit Business Continuity Plans;
- provide advice and support to the University's CIMT, ensuring preparedness for a critical incident through the development and facilitation of an annual exercise program;
- manage the University's fraud and corruption prevention arrangements, including the development and maintenance of the Fraud and Corruption Control Plan, risk register and training and awareness activities, under the ACT Government's Public Interest Disclosure Act 2012 (ACT) and Australian Standards;
- develop and implement appropriate training programs including relevant communication, guidelines, presentations, facilitated workshops and risk awareness sessions to enhance the University's risk management capabilities and culture, and improve University's overall risk management maturity;
- lead and manage staff to achieve agreed goals and objectives ensuring the function adds value to the University; provide coaching, mentoring and performance feedback regularly;
- implement the University Health and Safety management system within your area of responsibility.;  
and
- undertake other duties appropriate to the level, as required.

## Key Capabilities

Key Capabilities	Descriptors
1. Leadership	<p>1.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members to recognise barriers and overcome them.</p> <p>1.2 Connects the University Strategy with the Portfolio and reinforces connections with other staff.</p> <p>1.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>1.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</p> <p>1.5 Showcases diverse voices and perspectives and seeks and values unique contributions and promotes accessibility to all.</p>
2. Citizenship	<p>2.1 Upholds, demonstrates, and promotes the university's purpose and values.</p> <p>2.2 Promotes diversity of thought and creates an inclusive workplace where people feel a sense of belonging.</p> <p>2.3 Looks beyond own point of view to consider needs of others and looks for opportunities to create belonging, support reconciliation, diversity, and inclusion.</p> <p>2.4 Manages accessibility concerns to promote equity.</p>
3. Effective Communication	<p>3.1 Adjusts message and delivery appropriate to audience.</p> <p>3.2 Listens authentically to others to understand content and context and effectively communicates ideas.</p> <p>3.3 Produces accurate and effective information in a timely and efficient manner.</p> <p>3.4 Influences and negotiates persuasively.</p> <p>3.5 Builds cultural competence and adaptive communication skills.</p>
4. Collaboration	<p>4.1 Connects and collaborates with our community.</p> <p>4.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>4.3 Authentically and meaningfully connects with people who are different to self.</p> <p>4.4 Is open to a variety of ideas, experiences, and styles.</p> <p>4.5 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and partners to the University.</p>
5. Delivers results	<p>5.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>5.2 Responds to changing circumstances and priorities.</p> <p>5.3 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p>
6. Business Acumen	<p>6.1 Understands the purpose of own position and how this contributes to the objectives of the University.</p> <p>6.2 Manages resources effectively.</p> <p>6.3 Understands the commercial context the University operates in.</p>
7. Service	<p>7.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>7.2 Understands and anticipates the needs of our students and partners and can convert these into commercial outcomes.</p>
8. Digital Literacy and Innovation	<p>8.1 Incorporates digital literacy skills into own learning and the learning of others e.g., students, peers, supervisees.</p> <p>8.2 Appreciates the legal, ethical and security guidelines in the management, access and use of data.</p> <p>8.3 Isn't afraid to have an impact. Inspires others to be innovative. Is brave, stirs curiosity and shares ideas and discoveries that shape our future.</p> <p>8.4 Demonstrates the ability to work fluently across a range of tools platforms and applications to achieve complex tasks.</p> <p>8.5 Demonstrates the capacity to adopt and develop new practices with digital technology in different settings; to use digital technologies in developing new ideas, projects, and opportunities.</p>

**Note:** This position requires a skill level that assumes knowledge or training equivalent to graduate qualifications, or extensive relevant experience, or an equivalent combination of relevant experience and/or education/training.

**While at work, you must take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons. This includes:**

- comply, so far as you are reasonably able, with any reasonable instruction that is given by the University to comply with the WHS Legislation
- cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to workers
- assume any additional duties as outlined in the WHS Procedure: Resources, Responsibility and Accountability