

POSITION DESCRIPTION

Position Title	Risk and Insurance Coordinator
Business Unit:	Office of the General Counsel and University Secretary
Appointment Level:	UC Level 6
Reporting To:	Associate Director, Risk and Audit
Position No:	59049

THE UNIVERSITY OF CANBERRA

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

Its purpose is to provide education which offers high quality transformative experiences to everyone suitably qualified; to engage in research which makes an early and important difference to the world around us; and to contribute to the building of just, prosperous, healthy and sustainable communities.

Our Shared Plan has five interconnected streams of strategic intent that will drive our quest to shape UC into a globally prominent institution of learning, research and public engagement. This will empower our diverse people to drive our core missions of distinctive teaching and research in an enriched living-learning environment encompassing our Canberra campus and global locations.

BUSINESS UNIT OVERVIEW

The Office of the General Counsel and University Secretary supports the management of the University of Canberra's legal, governance and resilience management frameworks.

The Office is responsible for:

- independent professional legal advice and compliance with the University's governing legislation, the *University of Canberra Act 1989 (ACT)*, delegations of authority and policy obligations,
- providing secretariat services and corporate governance support to the University Council, Academic Board and their committees; and
- delivering the University's internal audit function and providing risk management, business continuity planning, fraud corruption and control and insurance services to the wider University community.

POSITION PURPOSE

The Risk and Insurance Coordinator position, in the Risk and Audit team, is responsible for the coordination of activities related to maintaining the University's insurance portfolio. The position contributes to the implementation and reporting of resilience management arrangements, including risk management and business continuity planning.

PRIMARY RESPONSIBILITIES

Under broad direction of the Associate Director, Risk and Audit, the occupant of this position will be required to:

1. Coordinate and monitor activities relating to the insurance program for the University and its controlled entities, including:
 - providing advice to the University community regarding insurance cover and claims;
 - coordinating data collection for insurance renewal, and identifying and escalating any areas of risk exposure;
 - manage the contractual relationship with the University’s insurance broker and other contractual arrangements required to support the University’s insurance arrangements;
 - maintaining the University’s ongoing business relationship with the insurers, including preparation and coordination of insurance information days and risk engineering reviews;
 - tracking and monitoring progress of recommendations from insurer risk engineering reviews;
 - manage the Workers Compensation insurance program for UCX, including return to work coordination as required.
 - coordinating the University’s insurance valuation process, including buildings, contents and research material in accordance with insurer requirements;
 - review and maintain currency of key documentation, including insurance flyers, and standard operating procedures; and
 - prepare quarterly audit update reports for the Audit and Risk Management Committee (ARMC), and UCX Board.
2. Provide expertise, guidance and support to the implementation and reporting of resilience management arrangements (including risk management, and business continuity) including the delivery of training and preparing quarterly reports for executive, Academic Board and Audit and Risk Management Committee (ARMC), including updates on the Resilience Management Framework.
3. Contribute to the review and update of the University’s Business Continuity Plan (BCP) and supporting team plans ensuring alignment with relevant standards, including:
 - establishing arrangements, developing, review and updating faculty, business unit and controlled entity BCP team plans; and
 - preparing test scenarios, and facilitating training and testing of business continuity plans for all faculties, business units and controlled entities on a regular basis in accordance with the testing schedule.
4. Contribute to the University’s risk management activities, including, assisting faculties, business units and controlled entities to embed risk management within operational planning and 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.
5. Manage the University’s relationship with the travel assistance provider which provides access to health and security risk advice and support for travellers.
6. 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.
7. Maintain the content of the web pages for the Risk and Audit team.

8. Undertake other duties appropriate to the level, including support to the broader Office of the General Counsel and University Secretary, as required.

KEY CAPABILITIES

Key Capabilities	Descriptors
1. Customer service	<p>1.1 Delivers seamless customer focused service underpinned by simplified and efficient processes.</p> <p>1.2 Understands and anticipates the customer’s needs.</p>
2. Digital Literacy and Innovation	<p>2.1 Demonstrates the ability to work fluently across a range of tools, platforms and applications to achieve complex tasks</p> <p>2.2 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> <p>2.3 Incorporates digital literacy skills into own learning and the learning of others e.g students, peers, supervisees</p> <p>2.4 Appreciate the legal, ethical and security guidelines in the management, ‘ access and use of data.</p>
3. Effective Communication	<p>3.1 Adjusts message and delivery appropriate to audience.</p> <p>3.2 Listens to others 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>
4. Collaboration	<p>4.1 Creates opportunities for communities of work colleagues.</p> <p>4.2 Looks beyond self and immediate team to add value to the whole University.</p> <p>4.3 Develops relationships with external parties. Seeks and acts on opportunities to connect external parties and customers to the University.</p>
5. Delivers results	<p>5.1 Delivers on agreed outcomes and escalates issues as appropriate.</p> <p>5.2 Identifies opportunities to improve processes and takes opportunities to problem solve to deliver outcomes.</p> <p>5.3 Responds effectively to changing circumstances and prioritises effectively.</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. Leadership	<p>7.1 Proactively addresses challenging issues and takes responsibility for seeing issues through. Assist team members recognise barriers and overcome them.</p> <p>7.2 Connects the University Strategic Plan</p> <p>6.3 Builds and communicates a clear and compelling path for others to choose to be committed and engaged.</p> <p>6.4 Champions and role models effective change while working to engage and enthuse others to embrace a vision of change.</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.