

Role Name: Corporate Risk Lead

Role data

Position no.	E12403	Work Area Profile	Corporate Risk and Resilience
Work Level Classification	Level 6	Directorate	Finance and Risk
Reports to (role)	National Director Corporate Risk and Resilience	Location	Melbourne
No. direct reports	Nil	No. of indirect reports	Nil
Version date	November 2022	Tenure	Ongoing, full-time

Work Area Profile

Ahpra's overall mission is to protect the public by regulating health practitioners efficiently and effectively in the public interest to facilitate access to safer healthcare for all the community. Website: www.ahpra.gov.au

Corporate Risk and Resilience has responsibility for supporting the management of risk through the co-ordination of activities to direct and control the effect of uncertainty on the National Scheme's Objectives. Our approach is to promote adherence to the requirements of laws, industry and corporate standards and codes, principles of good governance and accepted community and ethical standards. This is the basis for providing assurance to the Scheme in relation to the likelihood that planned objectives will be achieved within an acceptable degree of residual risk.

Role purpose

The **Corporate Risk Lead** is responsible to the National Director Corporate Risk and Resilience for enabling a framework to integrate Corporate Risk and Assurance Management into the day-to-day decision-making processes of the business such that the opportunities to achieve Ahpra's strategic priorities and corporate objectives are maximised.

To provide expert knowledge of the corporate risk, critical incident management and assurance processes and to facilitate, support, and educate the organisation in relation to maximising the benefits of the risk management process.

Key Accountabilities

- Coordinate the development, maintenance and implementation of the Corporate Assurance Framework; including the coordination of best-practice risk management and corporate assurance strategies throughout the organisation.
- Responsible for the operational management and continuous improvement of the Critical and Serious Incident framework and review processes including analysis / action follow up / reporting to the National Executive and FARMC.
- Partner with the ND – Corporate Risk & Resilience to support the National Boards to develop and manage risk assurance plans effectively

- Partner with Corporate Legal and the external insurance broker to manage the Ahpra-wide insurance portfolio; including the management of claims, policy renewals and negotiations.
- Partner with members of the Corporate Risk Team to complete routine reviews for risk and assurance activities to meet FARMC requirements.
- Coordinate the development and implementation various governance activities relation to privacy breach, conflict of interest and GBH.
- Provide specialist advice, analysis and reports that can be relied upon by stakeholders to provide enterprise risk management insights and decisions.
- Develop and modify guidelines, methods, policies and / or systems to deliver consistent and high-quality risk management, assurance and incident response activities across Ahpra
- Undertakes detailed analysis / research and development of solutions / alternate course of action to address major problems.
- Other duties as directed by the National Director Corporate Risk and Resilience.
- Health Safety and Wellbeing: Ensuring the workplace provides a safe working environment with the required level of care and respect for its participants. This means to:
 - Take reasonable care for own and others' health, safety and wellbeing
 - Adhere to Ahpra's workplace health, safety and wellbeing policies and procedures

Capabilities for the role

The Ahpra [Capability Framework](#) applies to all Ahpra employees. Below is the complete list of capabilities and proficiency level required for this position.

Capabilities	Proficiency level
Commits to customer service	Intermediate
Displays leadership	Intermediate
Generates and delivers the strategic vision	Foundation
Demonstrates an awareness of the National Registration and Accreditation Scheme (the National Scheme) and the National Law	Intermediate
Builds constructive working relationships	Intermediate
Communicates effectively	Intermediate
Demonstrates accountability in delivering results	Intermediate
Uses information and technology systems	Intermediate

Displays personal drive and integrity	Intermediate
---------------------------------------	--------------

Qualifications/Experience	Required
Qualifications	<ul style="list-style-type: none"> • Preferably tertiary or vocational qualification in risk management or related disciplines. • If not tertiary qualified, 2+ years proven experience in the development, implementation and management of risk management systems.
Experience	<p>Demonstrable base of expertise across the required discipline(s) including:</p> <ul style="list-style-type: none"> • Intellectual and working understanding of best practice risk management discipline (minimum AS/NZS ISO 31000:2018 but also understanding of other recognised risk management standards e.g. COSO) • Experience of working in a regulatory or compliance-focused environment • Ability to work autonomously as well as part of a team • Proficient across the Microsoft Office suite

Key relationships

Internal Relationships	External Relationships
Executive Directors	Internal Audit
National Directors	Service Providers
National Boards	Vendors
National Managers	Government Agencies
Project/Programme managers	
IT Security Team	
Corporate Counsel	