Position Level | 8
Faculty/Division | Operations
Position Number | ADMIN ONLY
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Position Summary
The Manager Governance and Risk is responsible for the departmental management, monitoring and reporting on the systems and processes that support governance, and compliance within the UNSW Information Technology (IT) and Estate Management (EM) departments. The role is responsible for ensuring that the systems and processes established for IT and EM are aligned with broader UNSW frameworks, and are the primary point of contact for UNSW risk and audit matters as well as coordinate compliance and legislative obligations on behalf of IT and EM. A key accountability of the role is to ensure effective and efficient governance and reporting systems, inclusive of regular performance reporting to assess the overall function on behalf of the Chief Technology and Infrastructure Officer (CTIO).

The role reports to the Chief Technology and Infrastructure Officer (CTIO) and provides operational support to the Executive Officers for EM and IT within the Office of the CTIO.

Accountabilities
Specific accountabilities for this role include:

- Develop, implement and maintain governance systems, tools and processes related to the management of risk, audit, legal compliance and business continuity to embed a positive compliance and governance culture across the organisation.

- Lead the coordination and departmental responses to UNSW Internal Audit activity and maintain tracking and reporting to ensure achievement of management actions to agreed delivery dates.
- Lead IT and EM participation and reporting for Enterprise Risk Management processes and provide high level advice and support to IT and EM Leaders and Managers on risk management practices, ensuring each departments approach to Risk Management aligns with UNSW policies, procedures and framework.
- Identify and analyse UNSW IT and Estate Management practices to ensure compliance with business, statutory and legislative obligations.
- Lead the development and implementation of UNSW IT and EM policies in line with the UNSW Policy Framework and develop frameworks and systems for policy compliance and reporting.
- Develop, implement, and facilitate communication and awareness programs on governance, risk and compliance practices for IT and EM employees to achieve ideal business outcomes.
- Develop and maintain strong relationships with key stakeholders including IT and EM Directors and Managers, Internal Audit and Risk teams as well as external stakeholders including Audit Office of NSW and commercial partners,
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others

Skills and Experience
- Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.
- Demonstrated experience of governance, risk and compliance frameworks and their application in a complex organisation.
- Experience in coordinating compliance audits and anticipating and mitigating emerging issues.
- Demonstrated ability to interpret legislation and implement effective controls within a complex organisation.
- Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse stakeholders to achieve successful outcomes.
- Demonstrated strong analytical and problem-solving skills and proven capacity to exercise initiative, flexibility and to be proactive in the development of robust solutions to problems.
- Advanced written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- Demonstrated success working effectively and collaboratively on initiatives with a range of people at different levels within an organisation.
- Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.
- An understanding of and commitment to UNSW’s aims, objectives, and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.