

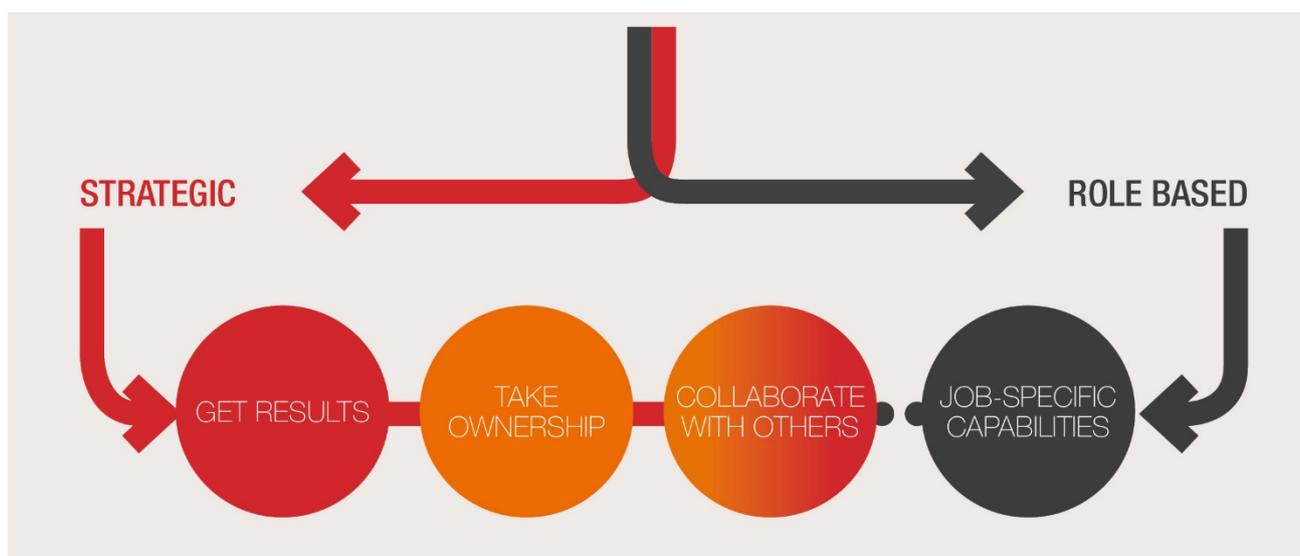
Risk Adviser
Office of Governance and Corporate Affairs

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours of Work	35
Nature of Employment	Continuing
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	January 2020

Our University Values



Our Capability Framework



Office of Governance and Corporate Affairs

The Office of Governance and Corporate Affairs is responsible for coordinating the governance of the University and is required to provide executive support to senior committees of the University, including the University Council (and its committees), Academic Senate, Faculty Boards, Courses Committees and expert ethics and compliance committees that the University is required to convene in accordance with national guidelines and legislation.

The Office of Governance and Corporate Affairs is also responsible for providing advice to the Vice-Chancellor, senior executives and staff of the University in relation to University governance, internal audit and risk management, investigations/appeals and complaints, legislative compliance, legal requirements, policy management and records management.

The Office of Governance and Corporate Affairs operates in a dynamic and agile environment to support the University in achieving its strategic objectives through the development of mutually beneficial relationships with the stakeholders it services.

The Office has strategic oversight and/or management of the following functions:

- Governance (corporate and academic);
- Internal Audit and Risk Management;
- Investigations, Appeals and Complaints;
- Legislative Compliance;
- Legal Services;
- Policy Management; and
- Records and Information Management.

The Office is organised into four complementary operations units;

- Risk and Compliance;
- Complaints and Records Management;
- Governance Services; and
- Legal Services.

Divisional Organisational Chart



Reporting Relationships

This position reports to: Director, Risk and Compliance

This position supervises: N/A

Position Overview

The Risk Adviser is responsible for supporting the Director, Risk and Compliance in managing a robust risk management framework for the University.

The Risk Adviser will be responsible for facilitating and coordinating risk assessments (risk identification, risk analysis, and risk evaluation) across the University in accordance with the University's Risk Management Framework, including Risk Appetite Statement, policies and procedures.

A key responsibility will be working with the Director, Risk and Compliance to embed a culture of continuous improvement risk management across the University, ensuring appropriate reporting mechanisms are in place, and that the University is effectively managing regulatory compliance responsibilities.

Principal Responsibilities

1. Coordinate risk management activities throughout the University in accordance with the University's Risk Management Framework, including Risk Appetite Statement, policies and procedures.
2. Provide advice on the assessment of risks and appropriate risk mitigation strategies and adopt a continuous improvement approach to ensure that risks are appropriately managed within approved systems and processes.
3. Provide assistance to the Director, Risk and Compliance in preparing purpose-built reports on risk management for executive management, governing bodies and regulatory authorities as required. This will require a thorough understanding of reporting requirements and may include the provision of relevant data and analysis of that data.
4. Foster and maintain close working relationships with key internal and external stakeholders.
5. Support the University's resilience (governance, management and systems) to disruptive events (such as emergencies, critical incidents or disasters) as well as business continuity planning.
6. Undertake the role of systems custodian for the risk management and business continuity modules of Protecht.
7. Remain up to date with key changes to the higher education (market and regulatory) landscape and understand the impacts on the University's operations, staff and students.
8. Provide reports to the Director, Risk and Compliance, and University Secretary or other relevant stakeholders as requested.
9. Other duties appropriate to the classification as required.

Strategic Capabilities

Service Focused: <i>Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, Student welfare, equity & conduct)</i>
Take Action: <i>Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)</i>
Network: <i>Bring people together and build relationships that deliver desired benefits and outcomes</i>
Influence: <i>Create compelling arguments to persuade others and promote ideas that add strategic value</i>

Job Specific Capabilities

Applying expertise and technology: <i>Applying, developing and sharing specialist and detailed technical expertise, understanding other organisational disciplines</i>
Writing and Reporting: <i>Writing clearly, succinctly and correctly, convincing through writing, avoiding jargon, structuring information</i>
Analysing: <i>Analysing Information, probing for clarity, producing solutions, making judgements, thinking systemically</i>
Planning and Organising: <i>Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress</i>

Physical Capabilities

The incumbent will be required to:

- Work at a computer-based workstation and operate other typical office equipment.
- On occasion drive a University vehicle distances up to 500kms per day within the terms of the University's [Driver Safety Guidelines](#).

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Qualifications in a relevant discipline with at least 4 years' subsequent relevant experience in enterprise-wide risk management; or extensive experience and management and/or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience; plus eligibility for membership of a relevant professional association such as the Risk Management Institute of Australasia.
- B. Proven experience in business cycle mapping to effectively and efficiently identify, analyse, and evaluate risks based on existing risk treatment strategies (eg internal controls) in a complex organisation.
- C. Well-developed technical skills, including knowledge of relevant standards (eg COSO ERM and AS/NZS ISO 31000: 2018) and legislation as they apply to risk management, with a demonstrated understanding of contemporary and best practice governance, organisational and management frameworks, principles, processes and systems.
- D. Proven experience in developing and maintaining working relationships with key stakeholders to influence cultural change.
- E. Highly developed analytical skills, with the ability to formulate risk treatment strategies to address risk exposures (eg internal controls) and prepare documentation, including briefings, reports, Board papers, information packs, training materials etc.
- F. Current driver's licence.

Desirable

- G. Experience in the Australian Higher Education sector.
- H. Experience in Big 4 Consultancy practices.

Information for Prospective Staff

Your Application

E-recruitment is the method by which Charles Sturt University manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

Charles Sturt University is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. Charles Sturt is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's work health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Work Health and Safety and Equal Opportunity can be found on the Charles Sturt University website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of Charles Sturt University can be found in the Policy Library at <https://www.csu.edu.au/about/policy>.

The following links are listed from the [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)