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| Role Information |  | | |
| **Role Title:** | Risk & Compliance Advisor | | |
| **Function:** | People, Legal & Corporate Services | **Area** | Executive Office |
| **Pay Band:** | Fixed Salary 5 | **Employee Level** | Team Member |
| **Role Reports to (role title):** | Risk & Compliance Manager | | |
| **Direct Reports (role titles):** | Nil | | |

Role Specification

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| **Objective of the Role** |
| The Risk & Compliance Advisor will assist the Function in meeting its objectives through the application of effective first line of defence risk management processes. In addition, the Advisor will use tools, techniques and systems provided by Group Risk to influence risk-based decision making and assist in raising risk awareness and embedding a mature and transparent risk culture across the whole Function. Additionally, the Advisor will act as the conduit between the Function, Riks & Advocacy, and the broader Suncorp risk community. |
| ***Key Accountabilities*** |
| **Risk Capability - Lead the Function in risk identification, management and reporting as per Group risk frameworks and processes**. Examples include:  *Operational Risk*   * Coordinate and drive the risk assessment process for all Leaders across the Function during Operational Risk Review cycles. * Lead the Function in the identification of controls and the development of and adherence to a control testing program. * Provide Function wide advice and support on the identification and reporting of incidents, including the raising of relevant issues and actions, detailed breach assessments, and reportable situations, ensuring adequate follow up and timely resolution. * Advise and influence Leaders in the use of the Group / Function Risk Appetite Statement as a valuable tool for decision making. * Develop and deliver risk management training and coaching across the Function, including the use of risk methodologies and tools. * Act as a Subject Matter Expert of risk knowledge for the Function. * Actively drive the growth of risk maturity within the Function. * Assist the Function in adhering to the Enterprise Risk Management Framework.   *Compliance*   * Deliver Suncorp’s Compliance Strategy through a mature, relevant and sustainable Compliance Program. * Identify and understand the key Compliance Obligations that apply to the Function. * Develop consistent, effective and transparent management of Compliance Obligations and regulatory change, including identifying, managing and remediating breaches of obligations. * Integrate risk and obligation management into day-to-day business operations. * Consistently demonstrate a culture of ethical conduct that is committed to managing compliance with legislative, regulatory and applicable industry code requirements. * Provide effective monitoring and reporting of Function compliance risks to the Board and Management.   *Project risk advice*   * Provide risk advice to project teams and assist teams in the establishment and ongoing review of the Project Portfolio Management framework and systems, eg. PPM, Ariba, etc. * Facilitate the review and endorsement (where required) of relevant project documents by the Second Line of Defence * Develop and deliver risk management training and coaching across the Function, including the use of project risk tools.   **Customer Focus - Be accountable for the end to end delivery of risk and compliance management processes providing reasonable assurance to the Leadership team as to the level of implementation and effectiveness within the Function.** Examples include:   * Regular interaction with the Leadership team to provide assurance that the risk function and capabilities are aligned with the strategic goals of the Function. * Identification of key areas of improvement within the Function and implementation of specific corrective actions.   **Work closely with the Function and Suncorp Risk Community to drive the appropriate implementation and oversight of Risk & Advocacy governance processes**. Examples include:   * Communication and engagement with the Second Line of Defence on a regular basis to highlight areas of risk and compliance focus and outstanding issues. * Implement strategies developed by the Second Line of Defence into the Function and facilitate embedding of risk and compliance practices into day-to-day operations. * Participation and involvement in risk community activities by contributing Function risks, issues and trends.   **To manage, coordinate and facilitate communication on risk issues or incidents across your Function and with other risk community points, where applicable**. Examples include:   * Regular (monthly and quarterly) risk and compliance specific reporting to the Leadership Team and Second Line of Defence, highlighting the status of all key risk management activities.   **Business Continuity Management (BCM)**   * Develop a sustainable working relationship with the Enterprise Risk teams as one of the primary BCM representatives for the Function. * Represent the Function at Business Continuity events. * Coordinate and drive the Business Impact Assessment process for the Function on an annual basis. * Perform regular reviews of the Continuity Planner system, ensuring accuracy of the Function’s Business Continuity Plans. |
| **Key Stakeholder Relationships** |
| * PLCS Strategic Leaders and Business Leaders * PLCS Team Members & SMEs * Risk & Advocacy teams (2LoD) * Suncorp Risk Community * PLCS Partners & Suppliers |
| Person Specification |
| **Key job requirements** |
| ***Qualifications (indicate whether mandatory or desired)***   * Tertiary qualifications in Business, Commerce, Law or Risk – Desired   ***Experience (minimum type and level of experience required to perform the role)***   * Demonstrated capability and experience in operational risk management advisor role, (with regulatory compliance capability highly desired) – mandatory * Ability to identify, manage and escalate, where required, risks that require attention (i.e. able to find innovative solutions to problems) – mandatory * Consultancy/advisory experience within business operations, preferably human resources, legal, procurement, partnering and real estate – highly desired * Change Management exposure – desired * Understanding of key Agile and Lean principles – desired |
| **Key Capabilities/Technical Competencies (skills, knowledge, technical or specialist capabilities)** |
| * Exceptional communications skills, both written and verbal with an ability to influence stakeholders at all levels. * Connected to, understands, and proactively advises stakeholders of regulatory and compliance frameworks and implications, including CPS230, to ensure the business operates within risk appetite. * Strong problem solving and analytical skills coupled with highly effective judgement and decision-making capability. * Good understanding of Business Unit business practices and process with the ability to work with key business stakeholders to ensure the most appropriate and timely solutions are delivered. * Demonstrated ability to identify business issues, take ownership, consult with relevant stakeholders, and develop and implement appropriate outcomes. * Highly developed negotiation skills to facilitate planning and determine priorities across Divisions. * Proven ability to effectively delegate tasks to business stakeholders while providing the necessary level of guidance, support and supervision. * Strong planning and organisational skills, with a demonstrated ability to work to deadlines and manage multiple conflicting timeframes whilst achieving timely delivery and a consistent customer service experience. * The ability to collaborate across the broader risk community for opportunities to leverage knowledge and capabilities to maximise business outcomes. * Experience in risk management frameworks, policies and processes, tool implementation and Suncorp’s risk management system (IRIIS). * Working knowledge of Group Risk Management practices, risk appetite and governance concepts * Understanding of principles, practices, theories and concepts relating to risk (e.g. operational risk, compliance risk, project risks). |

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| **Prepared by:**  ***(Name & position)*** | Craig MacDonald  Manager Risk & Compliance | **Date:** | 6/11/2024 |
| **Approved by:**  ***(Name & position)*** | Jo Boom  Executive Officer | **Date:** | 6/11/2024 |