**Risk and Compliance Advisor**

# Role Summary

**Role Purpose**

* Assist the Manager Group Risk and Compliance in the development and implementation of Virgin Australia’s Risk Management Framework and Compliance Management Framework.
* Support the business with identifying, assessing, treating and monitoring risks in accordance with the Risk Management Framework and in line with the strategic needs of the organisation.
* Support the delivery of compliance management processes that meet the requirements of the Compliance Management Framework.
* Assist with the development of timely, accurate and high-quality risk and compliance reporting and analysis to the Executive Committee and the Audit & Risk Management Committee (ARMC).
* Support the Internal Audit team with delivering internal audit and investigation services.

**Accountabilities and Key Metrics**

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| Accountability | Major Activities |
| Risk and compliance governance | * Assist with the development and communication of risk and compliance management policies, standards and accountabilities/ expectations.  Support the identification and implementation of continuous improvement opportunities for risk and compliance management |
| Risk management | Support and facilitate risk assessments with all levels of management and staff to identify, rate and address key risks across the organisation  Assist in the identification, documentation and monitoring of risk mitigation strategies for the organisation’s critical risks |
| Compliance management | Assist management with the identification, management and monitoring of compliance obligations in line with the Compliance Management Framework  Support management with documenting and regularly updating their compliance obligations in line with the Compliance Management Framework  Support the escalation and reporting of significant non-compliance incidents as they arise  Provide assistance to the business with respect to investigating, resolving and preventing non-compliance incidents |
| Risk and compliance reporting | Regularly monitor Key Risk Indicators for the business  Support risk and compliance reporting to the CEO, ExCo and ARMC |
| Risk and compliance education and training | Deliver education and training programs that encourage consistent, effective risk and compliance management programs in line with approved policies and standards. |
| Risk and compliance technology | Administer an effective risk and compliance management system to capture information, support monitoring and facilitate reporting |
| Audits | As required, support the Internal Audit team with delivering internal audits, fraud investigations and ad-hoc management requests. |
| Build positive working relationships with the business | Foster the establishment and maintenance of cooperative working relationships with all levels within Virgin Australia e.g. Insurance, Safety Systems and Finance |

# Values and Behaviours

**We think customer**

* Our customers are at the heart of everything we do
* We are passionate about creating an outstanding flying experience
* We deliver consistently high service internally and externally

**We do the right thing**

* We always put safety first
* We act with integrity and honesty
* We create a sustainable and inclusive environment for our people and the community

**We lead the way**

* We lead by example
* We have the courage to think differently
* We innovate

**We are determined to deliver**

* We do what we say we’re going to do
* We are responsive
* We are committed to excellence in all we do

**Together we make the difference**

* We work together to achieve success
* We consider our impact on others
* Our people set us apart

# Expertise

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|  | **Must have** | **Great to have** |
| Knowledge/qualifications | * Relevant tertiary qualification e.g. business degree, Certified Practicing Risk Manager, etc. * Knowledge of the ISO 31000: 2018 Risk Management standard. * Understanding of the AS/NZS ISO 19600: 2015 Compliance Management Systems standard. * Working knowledge and demonstrated experience in enterprise risk management. * Working knowledge of compliance management practices. | * CA, CPA, CCSA. * Membership of professional association and/ or accreditation e.g. RMIA. |
| Skills | * Ability to provide meaningful and commercially relevant direction and recommendations on risk and compliance issues. * Strong presentation and communication skills. * Effective facilitation skills. * Effective time management. * Ability to influence and engage senior management and executive levels. |  |
| Experience | * Demonstrated experience in enterprise risk management and/or compliance management for a large corporate. * Demonstrated experience in facilitating risk workshops to all levels of management and staff. | * Aviation/airline experience and knowledge. |

# Key Interactions

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| Internal | All staff and L3 Managers. Some GMs/ GEs |
| External | Risk and Compliance forums. |