

POSITION DESCRIPTION

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| **POSITION TITLE** | Senior Enterprise Risk Lead |
| **DIVISION** | Operations |
| **DEPARTMENT** | Business Enablement |
| **REPORTS TO** | Head of Business Enablement |

# ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to the safety of children, young people and vulnerable adults. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

# DEPARTMENT PURPOSE

This role is within the Business Enablement department, which supports BSL in the areas of change management, risk management, strategic/enterprise project management, procurement and contracts, data and reporting and business analysis.

# POSITION PURPOSE

This is a pivotal role within the Business Enablement division and is accountable for establishing, driving and reporting on an extensive, whole of organisation, change management agenda around enterprise risk management across BSL. Ultimately this role is responsible for driving the embedding of a meaningful risk culture at all levels within BSL.  
  
This role works directly with Board, Board Sub-committees, executive and other key stakeholders to design and implement a holistic approach to enterprise and operational risk management practices.

Additionally, the Senior Enterprise Risk Lead will lead the development of Risk Appetite statements, and provide guidance to the Board and executive through regular review of gaps between board appetite and current risk management performance, to ensure robust management is in place.

# KEY RESPONSIBILITIES

* Establish draft risk appetite statements that reflect the BSL Board’s appetite.
* Plan, design and facilitate the Board Annual Risk workshop.
* Work directly with the executive and their teams to define risk management practices and appropriate treatments and controls.
* Drive a meaningful risk culture into all facets of BSL programs, services and operations.
* Plan and lead quarterly risk management reviews and workshops reporting to Board, Finance, Audit and Risk Management Committee (FARMC), Enterprise Quality Committee, Executive and other groups as needed.
* Develop and refine as needed, an Enterprise Risk Management Framework and Policy that enables cohesive enterprise risk management practices.
* Lead and manage the Risk Manager to achieve the enterprise risk function objectives.
* Work in collaboration with operational managers and build their capacity to identify risks and ensure operational controls are in place to minimise and manage risk effectively.
  + Work with managers to assess the degree of risk across the organisation by considering potential impacts to BSL operations and strategic objectives.
  + Liaise with key internal stakeholders to identify and manage risks, and develop appropriate risk treatment action plans where potential risks exist or have been identified.
  + Assess, monitor and report on the effectiveness of enterprise, operational and emerging risk controls.
  + Manage and maintain the organisation’s risk register.
  + Remain abreast of current developments in risk management systems, procedures and technology.
  + Develop and implement an approved risk training program.
  + Participate and contribute to the development of the annual internal audit plan.
  + This position will assume the role of Whistleblower Protection Officer for the organisation alongside BSL’s General Counsel and Chief of Services.
* Work collaboratively within teams to achieve common goals.
* Demonstrate a commitment to BSL’s quality framework and culture by participating in and promoting quality actions through continual improvement activities.
* In collaboration with your manager, set goals and objectives to ensure outcomes are met.
* Model BSL’s values and adhere to the Code of Conduct in everyday work practices.
* Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
* Other duties as required.

**SCOPE OF RESPONSIBILITY**

Direct Reports 1

# KEY SELECTION CRITERIA

## Career Experience:

* Extensive experience in working directly with Boards and Board nominated Risk Committees, executives and senior management to establish and embed effective risk management practices.
* Extensive experience in working with an organisation’s executive lead team and senior management, to establish, design, review and continuously improve enterprise risk management practices that reflect a Board’s appetite for risk.
* Extensive experience developing clear and succinct reports for Board, Sub-committees and other groups as needed.
* Proven experience in managing the design and implementation of a substantial and complex enterprise risk change management agenda, and within the context of a matrix managed organisation where direct reports/staff cannot be directly leveraged (‘managing through others’).
* Proven experience in managing direct reports (staff) to achieve a business function’s objectives.
* Proven experience in designing, developing and implementing enterprise risk management frameworks and policies, and associated systems and procedures.
* Proven experience in designing and delivering training.
* Advanced computer literacy including demonstrated knowledge and competency in Microsoft Office Programs including Word, Excel, Outlook and Risk Management software.
* Experience in delivering a customer centric approach in large organisations with a focus on quality and processes.
* Familiarity within the not-for-profit sector desirable.
* Familiarity with Folio desirable.
* Extensive experience in carrying out the role of a Whistleblower Protection Officer and demonstrated expertise in managing complex Whistleblower investigations within a medium to large organisation.

## Personal Qualities:

* Well-developed interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds.
* Ability to identify and resolve problems and make appropriate recommendations.
* Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines.
* A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
* Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence.

## Qualifications/other:

* + Relevant tertiary qualifications in an appropriate discipline as well as specialist qualifications in Risk Management or equivalent industry experience

# MANDATORY EMPLOYMENT CRITERIA

* Specific work requirements include work-based travel and attendance at a variety of different work locations.
* Proof of eligibility to work in Australia is required
* A satisfactory Police Check is required - BSL will support successful candidates in this process
* A Working with Children Check is required - BSL will support successful candidates in this process

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.