



Position Description

Director, Risk and Compliance

Office of Governance and Corporate Affairs

Risk and Compliance

Classification	Senior Leader, Level 5
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Delegation band	Delegations and Authorisations Policy (see Section 3)
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Number of direct reports	2
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Number of indirect reports	1
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Date last reviewed	July 2021
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About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities senior leaders will be required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

Our Students	Commencing Progress Rate Student Experience
Our Research	Research Income Research Quality and Impact
Our People	All Injury Frequency Rate Engagement
Our Social Responsibility	Underlying Operating Result Community and Partner Sentiment



Office of Governance and Corporate Affairs, Risk and Compliance

The [Office of Governance and Corporate Affairs](#) (OGCA) leads the coordination and management of the governance of the university and provides executive support to senior committees of the university, including University Council (and its committees), Academic Senate (and its committees), faculty boards, and expert 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 strategic and operational advice to the Vice-Chancellor, senior executives and staff of the university in relation to university and academic governance, audit and risk management, investigations, appeals and complaints processes, legislative compliance, legal requirements, and policy and records management.

OGCA supports the university in achieving its strategic objectives through the development of mutually beneficial relationships with the stakeholders it supports.

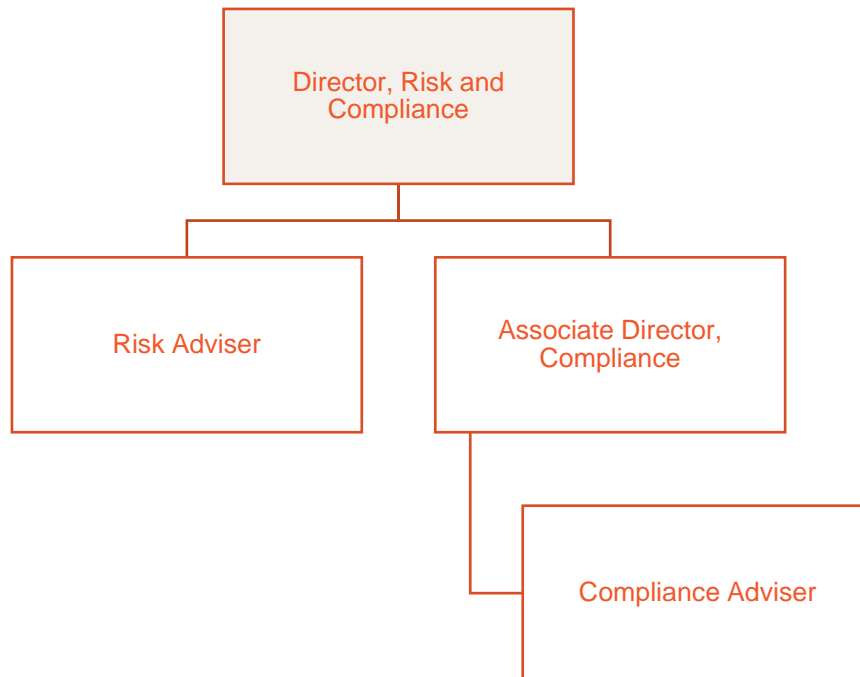
Administrative support, governance and related advisory services relating to the corporate organisation of the University, such as graduations, elections, university rules and delegations are also provided by OGCA.

The Office of Governance and Corporate Affairs has six complementary functions:

- Risk and compliance
- Policy, information and records management
- Complaints management
- Internal audit
- Governance services
- Legal services.



Organisational chart



Reporting relationship

This position reports to: University Secretary

This position supervises: Associate Director, Compliance
Risk Adviser

Key working relationships

- Chair, Audit and Risk Committee
- Vice-Chancellor's Leadership Team
- Office of Governance and Corporate Affairs
- Senior leaders
- Internal and external stakeholders and partners



Position overview

The Director, Risk and Compliance is responsible for developing, implementing, managing and reporting on strong and effective compliance and risk management frameworks within the university.

This role will be responsible for overseeing and managing the university's risk management environment, providing leadership across the university for embedding a risk management and compliance culture and managing appropriate systems and processes for effective risk reporting.

The role has strategic responsibility for the implementation and sustainability of the organisation resilience framework, including critical incident, business continuity and crisis management procedures across the university.

The Director's overall objective is to ensure that Charles Sturt University has robust, efficient risk and compliance management processes that support the achievement of the university strategy and meets legislative and regulatory requirements. A critical responsibility will be project management of identified compliance action plans to ensure regulatory compliance, and the integration of appropriate change management programs to facilitate the change required in establishing a culture of compliance and risk management.

Principal responsibilities

- Develop, manage and lead sophisticated and comprehensive risk management and compliance systems, processes and initiatives for the university including project management of such activities, and evaluation of all risk and compliance.
- In consultation with the key stakeholders, define key performance indicators and develop regular, high-quality purpose-built reports on risk management and compliance initiatives for executive management, governing bodies and regulatory authorities.
- Enhance, manage and maintain the University's Risk Management Framework to align with evolving risk profile, risk appetite and risk tolerances, and move the university to best practice managing effective change management programs as required.
- Work cooperatively with university officers to enhance organisational cohesion and corporate compliance with statutory obligations, building a culture of continuous improvement, and risk awareness.
- Provide leadership across the university by actively advising on assessment of risks and appropriate risk mitigation strategies. This includes being involved in an advisory capacity for university initiatives or projects to identify synergies, ensure compliance with the Risk Management Framework, introduce better practices (where appropriate) and ensure that risks are appropriately managed.
- Initiate, facilitate and coordinate risk identification, risk profiling and assessment exercises throughout the university in accordance with the University's Risk Management Framework, including Risk Appetite Statement, policies and processes, and provide appropriate risk management support and resources e.g. education and training programs, risk registers and reporting tools.
- Foster and maintain close working relationships with key internal and external stakeholders, operating within a diverse organisation across multiple campuses and facilities.
- Provide guidance and support to enhance the university's resilience (governance, management and systems) to disruptive events (such as emergencies, critical incidents or disasters) as well as business continuity planning, by developing comprehensive reporting mechanisms and processes.



- Provide reports as requested to the University Secretary and other relevant stakeholders, including governing bodies, to support activities.
- Other duties appropriate to the classification as required.

Role-specific capabilities

Lead and supervise	Set directions and standards, delegate, motivate, empower, develop others, recruit talent.
Present and communicate information	Speak clearly and fluently, express opinions, make presentations, respond to an audience, show credibility.
Write and report	Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.
Analyse	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
Formulate strategies and concepts	Work strategically, set strategies, have vision, think broadly about the organisation.
Plan and organise	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km 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. Post graduate qualifications in a relevant discipline or equivalent experience, accreditation in risk management and eligibility for membership of a relevant professional association, such as the Risk Management Institute of Australasia, and relevant experience.
- B. Expert strategic and operational understanding of risk management and organisational assurance practices including leadership of risk identification, mitigation and management initiatives aimed at building a culture of continuous improvement and accountability.
- C. Proven leadership in fostering a compliance culture and successfully engaging team members and stakeholders to operationalise and effectively evaluate compliance frameworks.
- D. Demonstrated high-level communication skills including the ability to write complex briefings, reports, submissions and business cases to meet a range of executive, governance and regulatory requirements.
- E. Proven ability to analyse complex issues, and develop and implement policies, procedures, systems and frameworks aligned with the university's legislative and regulatory responsibilities including mastery of project management to achieve this.
- F. Demonstrated ability to exercise initiative, work independently and consistently under pressure, and to meet strict deadlines by prioritising workload and handling multiple tasks.

