

POSITION DESCRIPTION – **MANAGER**

Position Title	National Manager – Integrated Assurance	Department	Risk & Compliance
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	Chief Risk Officer	Date Revised	April 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	JG7	Job Evaluation No:	HRC0035931

• Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

• Position Summary

The purpose of this role is to establish and drive the implementation of a risk-based integrated assurance program across the Australian Red Cross. The program will incorporate a strategic risk based internal audit program, delivered by an outsourced internal audit partner.

The role will act as a key support to accountable officers in assessing the effectiveness of controls through appropriate assurance activities. This role is also responsible for establishing and maintaining effective monitoring and reporting mechanisms at State, Directorate and National levels and coordinate timely reporting to the Executive, Audit and Risk Committee and the Board.

• Position Responsibilities

Key responsibilities:

- Support the Chief Risk Officer in the development and oversight of a comprehensive risk-based integrated assurance approach, including through the maintenance of an overarching framework incorporating an integrated assurance governance approach aligned to the responsibilities and accountabilities of each Directorate and Red Cross' risk management framework.
- With the support of the Chief Risk Officer and in working with accountable Executive and senior management level risk owners, develop and maintain a risk-based integrated assurance program supported by dynamic assurance mapping to ensure adequate coverage across Red Cross' critical control environment.
- Develop a monitoring and reporting process, including templates for consistent high quality reporting, that ensures timely reporting to the Executive and Board Audit and Risk Committee on all assurance related matters.
- Develop and maintain assurance related training materials for accountable Executive and senior management level control owners.
- Provide input into the design and delivery of risk and compliance training programs, ensuring a contemporary approach which meets the broad set of needs across all categories of Red Cross people.

- Guide and support accountable Executives and senior management level accountable officers to evaluate the design of critical controls and to ensure appropriate controls are identified during program establishment.
- Support accountable risk and control owners (senior management) to monitor control effectiveness and identify weaknesses utilising various inputs, including incident and key risk indicator data.
- Support the Chief Risk Officer in overseeing the investigation of issues, including by assisting the accountable risk and/or control owner to conduct root cause analysis and develop robust action plans and establish any compensating controls that may be required to limit potential exposure.
- Manage the day-to-day relationship with the outsourced internal audit partner, ensuring ongoing integration of assurance activities.
- Actively support assurance project sponsors and business processes throughout assurance projects, including in guiding the development of appropriate management plans to remediate identified control gaps and/or weaknesses.
- Work with the National Manager's Risk & Insurance and Compliance Monitoring & Reporting to ensure all assurance related activities incorporate a risk-based compliance approach and Align internal audit program with identified organisational risks.

Position Selection Criteria

Technical Competencies

- Extensive experience in the establishment and implementation of risk-based assurance frameworks and processes in complex and widely dispersed decentralised operating environments.
- Proven ability to analyse multiple datasets to identify trends and anomalies to support risk based decision making.
- A high level of interpersonal, negotiation and consultation skills, with the ability to establish and maintain effective communications and working relationships with a range of internal and external clients and stakeholders
- Ability to communicate clearly on sensitive issues and maintain confidentiality
- Demonstrated ability to operate in a dynamic environment and to positively affect change.

Qualifications/Licenses

- Tertiary Degree in either Commerce, Accounting or Business
- Post graduate certificate desired e.g. CA/CPA or other relevant
- At least 10 years proven experience in audit, assurance and risk management
- A Working with Children check is a mandatory requirement for this role.

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to coach and support teams to achieve the results committed to. Accepts responsibility for ensuring team goals are achieved. Ability to manage changing circumstances and potential challenges.
- **Personal effectiveness | Solving problems** | Demonstrated ability to use data, knowledge and experience to identify problems potentially impacting teams or programs and proactively develop and implement effective solutions.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.

- **Organisational effectiveness | Innovating and improving** | Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters