



POSITION DESCRIPTION

POSITION TITLE	Risk Management Officer
DIVISION	Operations
DEPARTMENT	Business Enablement
REPORTS TO	Risk & Resilience Manager

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 child, young people and vulnerable adult safety. 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

Recognising that the Brotherhood is often an incubator for new and innovative approach to community, the Business Enablement department is responsible for developing consistent, flexible and effective processes and templates for business planning, risk assessment and project management by analysing, reviewing and reporting on the Brotherhood's ongoing business model.

Business Enablement train and support managers in the development of business proposals and project plans, establishment of criteria against which new opportunities are assessed, and ensure that the Brotherhood learns and improves from successes and mistakes, all while facilitating effective collaboration across Brotherhood departments.

POSITION PURPOSE

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

BSL is looking for someone who is keen to further develop their risk management career as the primary motivation in applying for this role and can demonstrate mid-level experience in the core facets of enterprise risk management. The Risk Management Officer has responsibility for supporting the Risk & Resilience Manager to partner with stakeholders to work to develop and implement protocols, procedures, processes and education programs to create a culture of risk awareness.

This role will assist the Risk & Resilience Manager with the continuous improvement of BSL's risk management processes and systems. The role will ensure effective administration of all risk assessments and processes and the compliance with all risk related policies, processes, procedures and frameworks. The Risk Management Officer provides support to ensure we maintain and update the central risk registers. This role will also support in refining current processes, policies and other documentation as needed.

KEY RESPONSIBILITIES

1. Risk Management

- Under the guidance of the Risk Manager, provide accurate, reliable and current risk management advice, guidance, support and education to ensure all staff understand, competently use, apply and comply with approved policies, procedures, processes and frameworks.
- Under the guidance of the Risk Manager, work to develop and implement protocols, procedures, processes and education programs to create a culture of risk awareness.
- Contribute to the continuous improvement of BSL's risk management system.
- Follow up actions with key stakeholders.
- Provide support in the instance of any business continuity events, and assist with business continuity planning related process activity/development.
- Assist with on-site risk assessments as needed.
- Participate in audits as required.
- Other risk related duties as required – as one of many possible examples, support the implementation of currently unplanned activities that might be required to implement and embed BSL's risk management framework across the organisation.

2. Relationship Management

- Establish strong working relationships at all levels within BSL from Chief and Director level through to operational/service levels
- Schedule, facilitate and participate in organisational meetings with designated internal and external stakeholders as required.
- Promote and cross refer enquiries to other Business Enablement domains where appropriate.

3. Reporting

- Provide regular progress updates to the Risk & Resilience Manager and escalate potential risks and/or issues for discussion and direction as required.
- Assist with the development of risk activity reports for the Executive Leadership Team and other groups as required.
- Generate ad hoc reports or requests as assigned by the Risk & Resilience Manager, and other staff, as required.

4. Other duties

- 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 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.
- This position will require indirect contact with children and/or vulnerable individuals.
- Other duties as required.

KEY SELECTION CRITERIA

Career Experience:

- At least 3-4 years of experience in an Enterprise Risk Management function (i.e. similar position within the context of a second line of defence risk context)
- Experience in the review, development, and implementation of risk related policies and frameworks within a not-for-profit or commercial environment.
- Ability to work with both risk and non-risk knowledgeable members of the BSL workforce and adapt your approach accordingly.
- Clearly demonstrated experience in taking ownership and responsibility for enterprise risk management functions and showing accountability for your decisions and recommendations.
- A working knowledge of business continuity planning processes Able to show initiative balanced with working within agreed boundaries
- Good analytical and problem-solving skills
- Able to work under pressure and manage conflicting priorities, escalating for direction as required
- Demonstrate an ability/potential to act for BSL's Risk Manager when required.

Personal Qualities:

- Good interpersonal, communication and influencing skills.
- Commitment to ongoing professional development.
- 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 experience and/or tertiary qualifications in business, risk management or related discipline
- Experience with Sharepoint, Microsoft Suite and Folio.

MANDATORY EMPLOYMENT CRITERIA

- Proof of eligibility to work in Australia is required
- Satisfactory Police and Working With Children Checks are required. The Brotherhood will facilitate this process