

Position description

Position title:	Associate Director, Risk and Integrity
School/Directorate/VCO:	Corporate Governance
Campus:	Mt Helen or Berwick Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 10 range
Employment mode:	Continuing appointment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Time fraction:	Full-time
Recruitment number:	849153
Further information from:	Mr Adrian Tinetti, Director, Corporate Governance Telephone: (03) 5327 9504 E-mail: a.tinetti@federation.edu.au
Position description approved by:	Mr Adrian Tinetti, Director, Corporate Governance Mr John Blair, Chief Operating Officer

This position description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources
Document owner: Manager, HR Shared Services

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Position summary

The Associate Director, Risk and Integrity is a new role providing strategic direction and leadership in the enhancement of the University's risk management and internal audit frameworks.

The role is also responsible for integrity functions such as protected disclosures and IBAC, Victorian Ombudsman complaints, freedom of information, privacy, conflicts of interest, student grievance and misconduct processes.

The Associate Director, Risk and Integrity is required to provide assurance and advisory services directly to the University Council and senior management.

Key responsibilities

1. Lead and manage the ongoing development of the internal audit and risk management functions in accordance with legislative obligations and standards of best practice, including:
 - monitoring and evaluating the effectiveness of the risk management framework, control and governance processes;
 - reviewing the systems established to ensure compliance with policies, plans, procedures, laws and regulations which could have a significant impact on operations and whether the University is compliant;
 - reviewing operations and/or programs to ascertain whether results are consistent with established objectives and goals and whether the operations and/or programs are being carried out as planned and approved; and
 - identifying business risks and contributing to the maintenance of the University's risk registers.
2. Regularly report on matters pertaining to the University's risk management and internal audit frameworks to the Audit and Risk Committee of Council.
3. Lead the management of physical risk, health and safety to identify and proactively manage risks and workplace injuries including oversight of the development, implementation and review of health and safety policies, procedures and guidelines in accordance with applicable legislation.
4. Contribute to the development and implementation of emergency and safety procedures across the University.
5. Manage the relationship with external contractors for internal audit and security services, ensuring that the University receives value for money and high quality services.
6. Undertake or commission special investigations into highly sensitive matters such as potential fraudulent and corrupt conduct and inappropriate management practices.
7. Manage student grievance and misconduct processes across the University, including acting as University Grievance Officer and providing training for Student Grievance Officers.
8. Manage University responses to requests from the Victorian Ombudsman and IBAC, including liaising with staff from those offices to provide a satisfactory resolution to complaints.
9. Undertake or manage the responsibilities of the University Privacy Officer for the purposes of the *Privacy and Data Protection Act 2014* and University policies and procedures relating to privacy, including investigating breaches of privacy.

10. Undertake or manage the responsibilities of the University Freedom of Information Officer for the purposes of requests pursuant to the *Freedom of Information Act 1982* and related matters.
11. Ensure high performance strategic and operational outcomes through leadership, management and development of strategic objectives and operational priorities including managing the performance and development of staff.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The Associate Director, Risk and Integrity reports to the Director, Corporate Governance and receives broad direction from the Chief Operating Officer and the Chair of the Audit and Risk Committee.

The Associate Director, Risk and Integrity is responsible for setting, leading and managing the University's risk management and internal audit frameworks. The position leads a small team of staff with corporate level responsibilities, and also manages the relationship with the external contractors for internal audit and security services.

The position is also required to make independent decisions ensuring that the advice and expertise provided to the University is accurate and consistent with the University's strategic requirements and legislative obligations.

The Associate Director, Risk and Integrity is expected to maintain a comprehensive knowledge of the University, its organisational structures, academic and administrative portfolios, and the strategic goals and objectives that underpin the operations of these groups.

Training and qualifications

Postgraduate qualifications and extensive relevant experience or an equivalent combination of relevant experience and/or education/training. Admission or eligibility for admission to practice as an Australian Lawyer and/or certification through the Institute of Internal Auditors Australia (IIA) are desirable.

Position/Organisational relationships

The Associate Director, Risk and Integrity is required to:

- Develop and enhance effective relationships with senior management and members of the University Council.

- Liaise with key internal stakeholders to provide consolidated strategic reporting on audit and compliance, including those conducted in Higher Education and VET by Quality Services, the International Compliance Unit and other operational areas and working groups.
- Establish and maintain networks external to the University and participate in meetings, working groups and conferences where appropriate.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications and extensive relevant experience or an equivalent combination of relevant experience and/or education/training. Admission or eligibility for admission to practice as an Australian Lawyer and certification through the Institute of Internal Auditors Australia (IIA) are desirable.
2. Demonstrated ability in researching and preparing reports, plans, policies, briefing papers, submissions and other complex documentation in order to provide recommendations and advice to senior management and governance bodies.
3. Demonstrated ability to conceptualise, implement and manage professional processes and policies to improve the efficiency and effectiveness of a work area through continuous review and reference to industry best practice.
4. Expert knowledge of internal audit and risk management methodologies and the application of techniques within the organisation.
5. Demonstrated high-level ability to provide strategic advice and establish and maintain effective relationships with a diverse range of clients and stakeholders.
6. Demonstrated high-level ability to independently organise and manage a wide variety of complex tasks and projects to meet conflicting priorities and deadlines and achieve high quality strategic outcomes.
7. Demonstrated ability to apply strategic, innovative thinking to develop options, critically evaluate alternatives and implement integrated and equitable solutions to complex workplace issues.
8. Demonstrated understanding of processes for investigating highly sensitive matters such as potential fraudulent and corrupt conduct, privacy complaints, misconduct and protected disclosures.
9. Demonstrated knowledge and understanding of legislation applicable to the University, together with a good understanding of the tertiary education sector.
10. Commitment to maintain confidentiality and deal with sensitive matters diplomatically and discreetly.
11. Alignment with the University's commitment to child safety.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.