

Director, Risk and Compliance

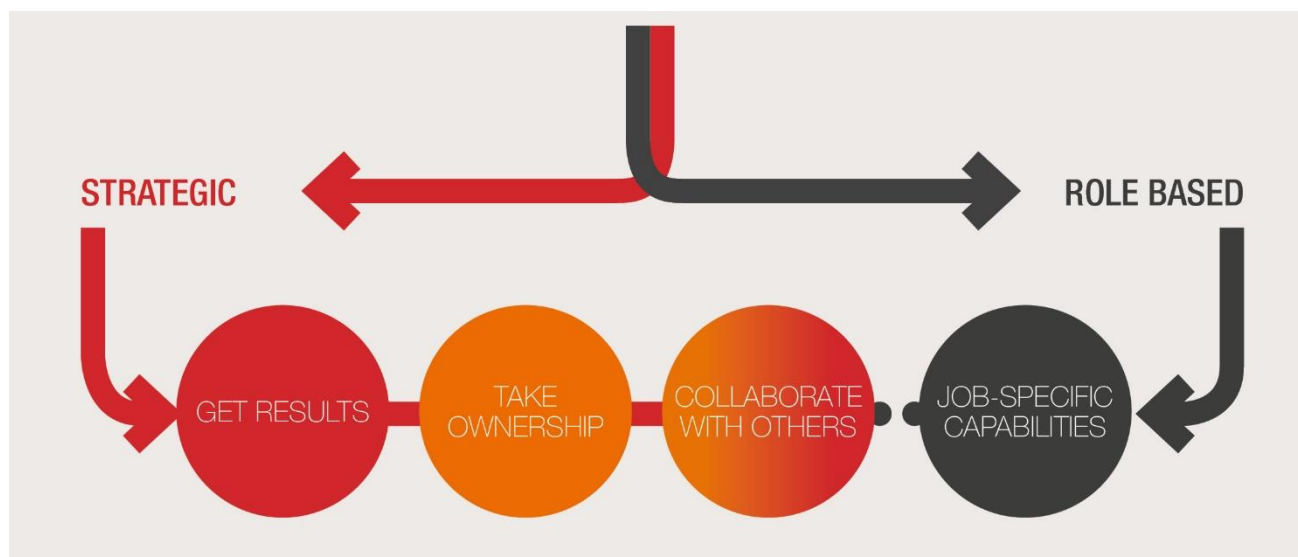
Office of Governance and Corporate Affairs

Classification	Senior Level 5
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Special Conditions	Nil
Nature of Employment	Fixed Term - 3 Years
Date Last Reviewed	3 September 2019

Our University Values



Our Capability Framework



Office of Governance and Corporate Affairs

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.

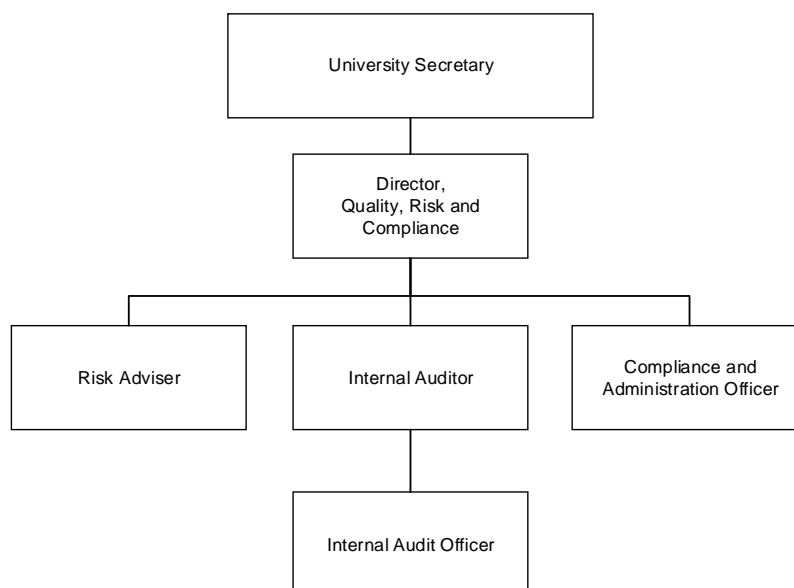
The Office has strategic oversight and/or management of the following functions:

- Governance (corporate, academic and information)
- Audit and risk management;
- Investigations, appeals and complaints;
- Legislative compliance;
- Legal services;
- Policy management; and
- Records and information management.

The Office has five complementary functions:

- Risk Management, Quality and Compliance;
- Policy, Information and Records Management;
- Complaints Management;
- Governance Services; and
- Legal Services.

Organisational Chart



Reporting Relationships

This position reports to:	University Secretary
This position supervises:	Internal Auditor Risk Adviser Compliance and Administration Officer

Position Overview

The Director, Risk and Compliance is a member of the leadership team of the Office of Governance and Corporate Affairs and is responsible for developing, implementing, managing and reporting on strong and effective compliance, quality, 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 culture and managing appropriate systems and processes for effective risk reporting.

The role has strategic responsibility for the implementation and sustainability of an integrated emergency, critical incident and business continuity management framework across the University.

The Director's overall objective is to ensure that Charles Sturt University has robust, efficient compliance and quality management processes that support the achievement of the University Strategy, and meet 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, quality and risk management.

Principal Responsibilities

- Develop, manage and lead sophisticated and comprehensive risk management, compliance, and quality systems, processes and initiatives for the University including project management of such activities, and evaluation of all risk, compliance and quality measures.
- In consultation with the University Secretary, define key performance indicators and develop regular, high-quality purpose-built reports on risk management, regulatory compliance and quality 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 a number of 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.

Strategic Capabilities

Innovative: <i>With creativity at our core, be open to new ideas and seek to find better ways</i>
Take Action: <i>Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects)</i>
Adapt to Change: <i>Explore the reasons for change and be willing to accept new ideas and initiatives</i>
Network: <i>Bring people together and build relationships that deliver desired benefits and outcomes</i>
Influence: <i>Create compelling arguments to persuade others and promote ideas that add strategic value</i>

Job Specific Capabilities

Applying expertise and technology: <i>Applying, developing and sharing specialist and detailed technical expertise, understanding other organisational disciplines</i>
Leading and supervising: <i>Setting directions and standards, delegating, motivating, empowering, developing others, recruiting talent</i>
Presenting and Communicating Information: <i>Speaking clearly and fluently, expressing opinions, making presentations, responding to an audience, showing credibility</i>
Writing and Reporting: <i>Writing clearly, succinctly and correctly, convincing through writing, avoiding jargon, structuring information</i>
Analysing: <i>Analysing Information, probing for clarity, producing solutions, making judgements, thinking systemically</i>
Formulating Strategies and Concepts: <i>Working strategically, setting strategies, visioning, thinking broadly about the organisation</i>
Planning and Organising: <i>Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress</i>

Physical Capabilities

The incumbent will be required to:

- Work at a computer-based workstation and operate other typical office equipment.
- On occasion drive a University vehicle distances up to 500kms 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.
- B. A proven record of fostering a compliance culture and successfully engaging stakeholders to operationalise and effectively evaluate compliance and quality frameworks, including mastery of project management to achieve this.
- C. 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.
- D. Proven ability to analyse complex issues, including the capability to develop and implement policies, procedures, systems and frameworks aligned with the University's legislative and regulatory responsibilities.
- E. Expert strategic and operational understanding of risk management and quality assurance practices including leadership of risk identification, mitigation and management initiatives aimed at building a culture of continuous improvement and accountability.
- F. Effective team leadership skills.
- G. Demonstrated ability to exercise initiative, work independently and consistently under pressure, and to meet strict deadlines by prioritising workload and handling multiple tasks.
- H. Current driver's licence.

Desirable

- I. Experience in the Australian Higher Education sector.

Information for Prospective Staff

Your Application

E-recruitment is the method by which Charles Sturt University manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

Charles Sturt University is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. Charles Sturt is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's work health and safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Work Health and Safety and Equal Opportunity can be found on the Charles Sturt University website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of Charles Sturt University can be found in the Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)