

POSITION TITLE	Risk and Compliance Advisor (Band 2)
POSITION TERM	Ongoing
FUNCTION / DEPARTMENT	Organisational Performance - Operations
REPORTING MANAGER	Director, Organisational Performance
No. DIRECT REPORTS	0
LOCATION	Melbourne
APPROVED BY	Dean & CEO
APPROVAL DATE	19 November 2024

ABOUT ANZSOG

The Australia and New Zealand School of Government (ANZSOG) was established by governments and a group of universities to serve governments and public services in Australia and Aotearoa New Zealand. Its members are the national governments of Australia and Aotearoa New Zealand, all Australian States and Territories, and leading Australian and Aotearoa New Zealand universities.

The School delivers education programs, accredited and non-accredited (customised and open-to-market professional learning), research and a range of related services to build capability in and support effective ethical public governance, administration and public policy. It brings together academic and practitioner experts from across our member governments and around the world to cater to current government and public sector learning and development needs and anticipate and address future government and public sector challenges.

ABOUT THE POSITION

The Risk and Compliance Advisor is a pivotal role, reporting to the Director of Organisational Performance, and working closely with the ANZSOG executive team to ensure ANZSOG operates within the legal and regulatory frameworks applicable to its activities. This position is responsible for identifying, assessing, and mitigating risks to ANZSOG, as well as ensuring compliance with relevant laws, regulations, and internal policies. The Risk and Compliance Advisor collaborates closely with various departments to foster a culture of risk awareness and compliance.

The position involves developing and implementing comprehensive risk management strategies, conducting regular compliance audits, and providing expert advice on risk and compliance matters. The Risk and Compliance Advisor is also responsible for maintaining up-to-date knowledge of regulatory changes and ensuring that ANZSOG adapts accordingly. This role requires a proactive approach to risk management and a commitment to fostering a culture of continuous improvement in compliance practices.

KEY FUNCTIONAL RESPONSIBILITIES AND ACCOUNTABILITIES

- Develop and implement risk management strategies and processes to identify, assess, and mitigate risks. This includes monitoring and reporting on risk exposure, ensuring that risk management practices are integrated into ANZSOG's operations.
- Conducts risk assessments and develops risk mitigation plans in collaboration with various teams.
- Maintain a risk register and ensure regular updates and reviews.
- Ensure compliance with all relevant laws, regulations, and internal policies by conducting regular audits and assessments to identify compliance gaps and implement corrective actions.
- Develop and deliver training programs to educate staff on compliance obligations and best practices.
- Develops and maintain risk and compliance policies and procedures, providing training and support to staff to ensure understanding and adherence to these policies.
- Collaborate with internal and external stakeholder to ensure risk and compliance policies are comprehensive and effective.
- Prepare regular reports on risk and compliance activities to senior management and the board.
- Ensure timely and accurate reporting of any incidents or breaches
- Develop metrics and KPIs to measure the effectiveness of risk and compliance programs
- Lead the coordination and oversight of ANZSOG's policy suite, ensuring all policies remain up-to-date, relevant, and aligned with ANZSOG needs.
- Collaborate with policy owners to review and refresh policies regularly, manage the policy development and revision processes, and maintain consistency and accountability through a structured and transparent review framework.

MANAGEMENT

This role does not have staff management responsibilities.

ABOUT YOU

The Risk and Compliance Advisor is a proactive and detail-oriented professional with a strong background in risk management and compliance. They possess excellent analytical and problem-solving skills, with the ability to think strategically and develop long-term plans. Strong communication and interpersonal skills enable the Risk and Compliance Advisor to effectively engage with stakeholders at all levels and promote a culture of risk awareness and compliance within ANZSOG.

QUALIFICATIONS / EXPERIENCE

- A minimum of 3-5 years of experience in risk management and compliance, preferably within the public sector or a similar environment.
- A tertiary qualification is required, with a preference for Risk Management, Compliance, Law, Business Administration, or a related field.
- Membership in relevant professional institutes or bodies (e.g., Institute of Risk Management, Compliance Institute).

SKILLS / COMPETENCIES

- Demonstrated ability to lead and influence others in a collaborative and inclusive manner.
- Strong skills in engaging with and managing relationships with a diverse range of stakeholders.

- Ability to think strategically and develop long-term plans for risk management and compliance.
- Excellent problem-solving skills with the ability to identify issues and develop effective solutions.
- Advanced communication skills, both written and verbal, with the ability to convey complex information clearly and concisely.
- High level of integrity and professionalism in all aspects of work.

ANZSOG VALUES

ANZSOG is a values-based organisation which means that we understand that the ways in which we work make a big difference in what we achieve. Our values are Excellence, Collaboration, Integrity and Respect, and we aim to ensure that they infuse our behaviours and attitudes as members of the ANZSOG community.