

## Position Description

Position:	Risk and Compliance Advisor
Classification:	Band 7 (WorkSafe Enterprise Bargaining Agreement 2016-2020)
Business Unit:	Corporate Services
Position reports to:	Chief Financial Officer
Position type:	Part-time (0.6 FTE)
Work location:	215 Spring Street, Melbourne
Direct Reports:	Nil

### ABOUT US

Accident Compensation Conciliation Service ("ACCS") is a Victorian Government Statutory Authority. ACCS manage disputes related to; unaccepted WorkCover claims, reduction, alteration or termination of weekly compensation, lump sum compensation for permanent impairment claims, payment of medical and like expenses, and return to work and rehabilitation matters. In most disputes, conciliation is a compulsory requirement before taking proceedings into the court system.

ACCS are a purpose driven, values based organisation which helps resolve workers compensation disputes in Victoria between workers, employers, WorkCover agents and self-insurers, using the principles of conciliation and Alternative Dispute Resolution. Requests for conciliation are brought to ACCS by injured workers.

Our work is important because we impact upon many people's lives, every day. We have a responsibility to ensure that strong values and a pursuit of excellence in service delivery guide us in everything we do. Our vision is to be the leading dispute resolution authority in Australia.

### THE IMPACT YOU'LL HAVE....

Working within the Corporate Services team, you will be responsible for ensuring ACCS implements risk management and compliance management practices that positively contribute to achieving our business objectives, whilst satisfying our risk and compliance obligations.

You will have the opportunity to work closely with the Chief Financial Officer (CFO) and Executive Leadership Team (ELT) to enhance risk management and compliance processes, systems reporting and culture.

## ACCOUNTABILITIES

- Assist the CFO to implement risk management policies and practices that are consistent with the Victorian Government's risk management framework
- Improve the risk management capability and culture at ACCS via leading training and awareness sessions
- Maintain the integrity of the risk register, including controls and treatment plans. Prepare risk management reports
- Coordinate ACCS compliance management framework and register, including identification of legislative and Victorian Government policies and directives relevant to ACCS operations
- Lead the development of organisation policies, procedures and other controls to ensure that ACCS meets its compliance obligations
- Provide advice and training to employees about the practical application of ACCS compliance framework
- Provide assurance for compliance obligations through coordinating the management of compliance certifications and activities
- Coordinate the review and testing of ACCS Business Continuity Plan and Crisis Management Plan
- Identify risk and compliance exposure for our key business processes and plan mitigation activities and controls to address risks and breaches, whilst ensuring they are effective and user-centric
- Collect and analyse data to inform ACCS' compliance program of work that identifies emerging trends or issues
- Produce high quality and timely reports, draft presentations and other documentation as required by the Chief Executive Officer, ELT, Board and key stakeholders
- Identify, develop and maintain constructive relationships with all key stakeholders, both internal and external

## Other

- Any other reasonable and related duties as required to meet the ongoing needs of the organisation

## KEY RELATIONSHIPS

- Chief Financial Officer
- Executive Leadership Team
- ACCS employees

# KNOWLEDGE, SKILLS AND EXPERIENCE REQUIREMENTS

## Essential

- Previous experience in a similar role, ideally in a government environment, with proven ability to deliver risk management and compliance related functions
- Demonstrated understanding and application of risk management methodologies and application of the Victorian Government legislative and compliance framework
- Excellent interpersonal, communication and relationship management skills and an ability to build and maintain positive relationships with internal stakeholders
- Previous experience in documenting processes and procedures
- Previous experience in the use of risk and compliance management systems/registers
- Strong analytical and problem solving ability, and the capacity to think constructively to devise, deliver and monitor practical solutions, including making recommendations to senior management
- Demonstrated ability to collaborate effectively with diverse stakeholders to achieve results
- Capacity to inspire, motivate, influence and empower others to achieve agreed outcomes
- Highly established time management and organisational skills, including the ability to set project plans and manage key milestones and deliverables
- Demonstrated understanding and commitment to discretion and integrity; evidently trustworthy when in knowledge and possession of confidential and sensitive information and data
- A proven record of ethical behaviour and a demonstrated commitment to the VPSC Code of Conduct and Values
- Demonstrated commitment to the safety of self and others with consideration and courage to report any observed unsafe situation or behaviour

## Desirable

- Qualifications in risk management or related discipline
- Experience coordinating the implementation of the Standing Directions under the Financial Management Act
- Strong understanding and application of the Victorian Data Protection Security Framework
- Experience coordinating or participating in business continuity plans and or tests
- Experience developing and conducting training to employees
- An understanding or evidence of adaptability to working in a public sector environment and its accountability requirements

THIS POSITION DESCRIPTION IS AN OVERVIEW OF THE ROLE; CHANGES TO THE ROLE SHOULD BE EXPECTED REFLECTING CHANGES IN ORGANISATIONAL GOALS AND PRIORITIES, ACTIVITIES OR JOB FOCUS