

ROLE STATEMENT

Role Title:	Risk and Compliance Manager
Department:	Shared Services
Location:	Fortitude Valley
Reports to:	Executive Director Shared Services

<p>SU QLD Vision & Mission</p> <p>Our mission is to bring God’s love, hope and good news to children and young people and their families.</p> <p>Our vision is to see each child and young person connected and supported in community, serving others, and experiencing fullness of life.</p> <p>SU QLD is an inter-denominational Christian organisation which has worked in schools for more than 80 years and has successfully employed chaplains since 1990. We have more than 700 people and a highly valued network of 3500 volunteers.</p>

<p>Purpose of Role</p> <p>SU is committed to the safety of children and maintaining a child safe culture.</p> <p>Reporting to the Executive Director of Shared Services, the Risk and Compliance Manager is responsible for managing Scripture Union’s (SU) risk and compliance strategies and frameworks, policies and systems (particularly in relation to child safety) and insurances. The incumbent will also work with other teams to develop a culture and practice of organisational risk and compliance reporting.</p> <p>The incumbent, in collaboration with other SU leaders, is responsible for implementing risk management strategies that focus on preventing, identifying and mitigating risks to children.</p>

Key Relationships	
Internal	<ul style="list-style-type: none"> • CEO • Executive and Senior Leaders • People Services team • Camps and Events team • Field Support • Regional Managers and Field Development Managers • SU Training
External	<ul style="list-style-type: none"> • Child Safe • Various State/Federal Government Departments

Key Accountabilities	Expected Outcomes <i>(can be used to set specific performance goals for individuals)</i>
<p>1. Risk and compliance management</p> <ul style="list-style-type: none">• Oversee risk and compliance management across all areas of SU.• Plan, design and implement risk and compliance management processes, systems and mechanisms to monitor, control and minimise risks in SU.• Champion regular discussions, reviews and updates of organisational Risk and Compliance ensuring practices are embedded into organisational and team culture in consultation with Executive and Senior Managers.• Manage the Risk and Compliance tool, including making improvements to the tool and process and, checking on team risk identification, reviews, management and updates of their risks.• Provide regular reports from the Risk and Compliance tool to the executive and Board as required.	<ul style="list-style-type: none">○ Positive feedback from Executive and key stakeholders○ Processes and systems minimise and manage SU's risk effectively

<p>2. Child Protection Practices and Systems</p> <ul style="list-style-type: none"> • Lead a project to combine SU’s practices, policies and record keeping relating to Child Protection into one robust system. Collaborate with internal and stakeholders to determine system requirements and design. Ensure system meets all legislative requirements and SU’s own standards for Child Protection. Evaluate effectiveness of system over time and make modifications when required. • Manage SU’s Child Protection system and framework. Provide guidance throughout SU on Child Protection practices and ensure compliance. Ensure SU employees, volunteers and community partners are aware of the Child Protection system and framework. Ensure appropriate mechanisms are in place to support compliance. • Monitor and review state and federal legislation, compliance, best practice and other related documentation and responses, such as, the Royal Commission into Institutional Responses to Child Sexual Abuse and the National Redress Scheme, making recommendations of best practice and updating SU’s Child Protection system and framework and practices as required. • Oversee and regularly audit the framework and system as used by relevant teams, including the Case Management register. 	<ul style="list-style-type: none"> ○ Positive feedback from Executive and key stakeholders ○ Processes and systems minimise and manage SU’s risk effectively
<p>3. Insurance</p> <ul style="list-style-type: none"> • Manage all SU insurance policies including but not limited to public liability insurance, keeping all policies current and up to date • Monitor and review various insurance companies and policies ensuring SU are getting the best value and coverage • Liaise with insurance companies as required on insurance matters 	<ul style="list-style-type: none"> ○ Positive feedback from Executive and key stakeholders ○ All insurance policies are current and provide the required coverage for the best value

<p>4. Team contribution</p> <ul style="list-style-type: none"> • Contribution to the team and in wider organisation based activities. • Actively participate and contribute in meetings and activities. • Provide support and assistance in undertaking project tasks as required which lead to implementation of continuous business improvements and processes. • Provide back up to other team members as required. • Participate in wider organisation-based activities and learning opportunities. • Comply with WH&S policy and procedures. • Protect own health and safety. • Protect safety of others. • Report hazards, risks and all incidents. 	<ul style="list-style-type: none"> • Positive feedback from Department Executive/Direct Role Supervisor and relevant colleagues.
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Qualifications
<ul style="list-style-type: none"> • 5 + years' experience in a similar role • Experience working in a risk/compliance role or similar, reviewing legislation and best practices, designing systems, framework and policy • Tertiary education highly desired

Competency	Definition
Technical / Professional	<p>Having achieved a satisfactory level of performance in specific professional /technical areas. This should include specific experience and specific professional "know-how", including:</p> <ul style="list-style-type: none"> ○ Child Protection, including the ability to read and interpret legislation and legal and complex documents related to Child Protection ○ Experience with designing and implementing Child Protection risk frameworks and record keeping systems ○ Risk and compliance management policies, systems and frameworks ○ Strong communication skills, both written and oral to effectively communicate, influence and support
Motivational "fit"	<p>The extent to which job activities and responsibilities, SU's beliefs and values, including having a commitment to Christian ministry and Chaplaincy are consistent with the type of environment that provides personal satisfaction; the degree to which the work itself is personally satisfying.</p>
Persuasiveness	<p>Using appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, activity, service, or expected outcome.</p>

Attention to detail	Accomplishing tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.
Analysis (problem identification)	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.
Integrity	Maintaining and promoting social, ethical and organisational norms in conducting internal and external business activities.
Information monitoring	Setting up ongoing procedures for collection and review of information necessary for the management projects or an organisation; taking into consideration the skills, knowledge, and experience of the responsible individuals and characteristics of the assignments or projects.
Judgment (problem solution)	Committing to an action after developing alternatives that are based on logical assumptions and factual information, and taking into consideration the resources available, also operational constraints and organisational values.
Organisational awareness	Having and using knowledge of systems situations, pressures, and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and the implications of decisions on other components of the organisation.

Additional Requirements (include licenses, accreditations, specific skills)

Additional Requirements	
SU QLD requires the incumbent to be:	
<ol style="list-style-type: none"> 1. able to subscribe to the aims, beliefs and working principles of SU 2. able to demonstrate a living and personal relationship with Jesus Christ 3. able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular 4. a respected member of a local Christian church we recognise 5. a holder of a "Blue Card" from the Blue Card Services Department for the purposes of child related employment 6. willing to work under SU QLD's Employee Code of Conduct 	

Developed by	Head of People Services
Checked by	Chief Executive Officer
Approved By	Chief Executive Officer
Effective Date	April 2019