



Position Details

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| Position title: | Risk and Compliance Advisor |
| Award Classification: | Band 7 |
| Department: | Governance & Organisational Performance |
| Division: | Governance and Organisational Performance |
| Date Approved: | March 2025 |
| Approved By: | Director, Governance and Performance |

Organisational Relationships:

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| Reports To: | Head of Risk & Assurance |
| Supervises: | N/A |
| Internal Stakeholders: | Council Employees and Managers, Executive Team and Councillors |
| External Stakeholders: | Residents, members of the public, government representatives, Statutory Authorities, Audit and Risk Committee members, clients, suppliers, consultants and Contractors. |

Position Objectives

- To support the development and embedding of risk management and compliance across the organisation and promoting and embedding a positive risk and compliance culture.

Key Responsibilities and Duties

- To support Council's enterprise risk management program by assisting with the implementation of Council's Risk Framework and Policy, maintaining Council's manual and electronic risk registers, providing training and undertaking regular reporting and monitoring of risks and controls, in partnership with relevant staff and managers.
- To support the implementation of the new compliance framework (including key legislation, policies and standards) and implementation of compliance monitoring and reporting activities.



- To offer expert advice to council staff on risk and compliance controls and associated management practices

Accountability and Extent of Authority

- Provide advice to the organisation in relation to risk and compliance management.
- Responsible for formal reporting to management, executive management, Audit and Risk Committee members and external parties regarding risk and compliance
- Engage with community members and external organisations to manage responses to risk incidents and external audit findings.

Judgement and Decision Making

- Apply excellent problem solving and influencing skills to a broad range of complex risk and compliance issues.
- Exercises sound decisions in the absence of data
- Use judgement and influence to build strong organisational controls that effectively and efficiently mitigate risk

Specialist Skills and Knowledge

- Experience with the development of risk management plans and maintaining a risk register, including use of appropriate supporting IT systems.
- High level analytical skills, especially the interpretation and presentation of complex information to make informed and sound decisions
- Sound knowledge of current risk & compliance best practice principles and standards.
- Excellent communication and engagement skills, including active listening, ideas generation, facilitation and responsiveness.

Management Skills

- Manage and deliver consultation and negotiation processes with internal stakeholders, and deliver outcomes that align with Council's policies and practices and political context
- Liaise, influence, persuade, convince, negotiate or otherwise achieve the co-operation and assistance from stakeholders in the pursuit and achievement of Council's interests.

Interpersonal Skills

- Ability to communicate effectively with people across Council, including councillors, executive management, department managers, service teams and individuals
- Exceptional analytical skills and attention to detail, including the ability to present complex concepts and data in transparent formats targeted to different audiences



- Commitment to providing services which are customer focused and developed to provide successful outcomes for all stakeholders
- Ability to work independently and collaboratively

Qualifications and Experience

- A Degree or Diploma in risk management or related discipline.
- Significant risk and compliance experience (preferably in public sector context) or within a medium to large organisation.
- Demonstrated expertise in interpretation and application of legislation and relevant industry standards.
- Demonstrated experience in communicating enterprise-wide risk management and compliance awareness training, coaching and presenting.
- Demonstrated experience working in cross organisational contexts and an ability to build positive and productive working relationships.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.



Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (*employee type with City of Port Phillip registered as the organisation*).

Key Selection Criteria

- A Degree or Diploma in risk management or related discipline with significant professional experience.
- Proven experience in embedding organisational risk management &/or compliance frameworks within organisations and leadership in complex environments.
- Demonstrated expertise in interpretation and application of legislation and relevant industry standards.
- Demonstrated experience in delivering enterprise-wide risk management and compliance awareness training, coaching and presenting.
- Strong relationship building and influencing skills with all levels of staff, together with a strong commitment to continuous improvement and experience supporting risk management committees.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.