*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Please address the criteria listed below to outline your experience and suitability for the position you are applying for, and attach this with your application along with your Resume and Cover Letter.*

* Demonstrated experience designing and implementing risk management systems and business continuity plans preferably within the community sector and not-for-profits
* Strong commitment to risk management, ability to derive new ideas and use innovative thinking to drive forward risk management and ability to show initiative and deliver to deadlines
* Well-developed networking and relationship building skills, with the ability to gain commitment across the department and with key stakeholders.
* Excellent presentation skills including the ability to communicate in a clear, logical and succinct manner.
* Excellent communication skills, stakeholder management skills and your ability to educate, influence and challenge stakeholders.
* Proven organisational skills with the ability to prioritise and manage own workload to meet timeframes and job-related expectations.
* Good problem solving, decision making and solid negotiation skills to achieve effective relationships and outcomes.
* Solid analytical, reasoning and decision making skills including solid numerical ability and strategic judgement.
* Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
* Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.
* Experience in managing systems in complex legislative and regulatory environments
* A sound understanding of statutory programs and DHHS service compliance