

POSITION DESCRIPTION

Position: Risk & Compliance Lead (RISK.02)

Reports To: Risk & Compliance Manager

Classification: E

CANCER COUNCIL VICTORIA

Every year, more than 35,500 Victorians will be diagnosed with cancer, and nearly 11,000 will die from cancer. The number of cases will increase as our population grows and ages. Survival will also improve as we get better at [early detection](#) and [treatment of cancer](#).

Since our establishment in 1936, [Cancer Council Victoria](#) has developed an international reputation for our innovative work in [cancer research](#), [prevention](#) and [support](#). As an independent, not-for-profit organisation, we play a leading role in reducing the impact of all cancers on all people.

Our people work and volunteer at Cancer Council Victoria to contribute to an organisation that makes a real difference in people's lives and is valued by the community we serve. In return we are proud to foster a culture that supports individuals to reach their full potential, in an environment that reflects our values of **Excellence, Integrity and Compassion**.

DIVISION/TEAM SUMMARY

The Corporate Services Division incorporates governance, finance, legal, risk and compliance, information technology, property and logistics. The focus of the Division is to ensure Cancer Council's Corporate Services operate to the highest standards of efficiency and effectiveness to ensure compliance and support the organisation to deliver on its Strategic Priorities. The Division also works to ensure the protection and optimisation of the Council's financial and business assets, and reputation.

Our customers include Cancer Council Staff and Volunteers, Board and Committees, our donors and supporters, funders and researchers, stakeholders, as well as our state and national Cancer Council partners.

POSITION SUMMARY

Reporting to the Risk & Compliance Manager, the Risk & Compliance Lead will work closely with Senior Managers and their teams to embed risk management and compliance frameworks, and risk management culture and practices across the organisation. This position will also lead privacy management across the organisation.

RESPONSIBILITIES

Risk & Compliance

- Maintain the risk and compliance frameworks with supporting policies, processes and reporting that achieve relevant ISO standards and ensure that they can be implemented in an effective and practical manner commensurate with Cancer Council resources
- Assist in the development of training, embedding the Cancer Council risk and compliance frameworks across the organisation
- Manage the compliance obligation register and ensure new regulations or changes are reviewed and assessed by management as appropriate
- Manage annual compliance attestation process
- Ensure regulatory change, changes to Cancer Council activities and best practice updates are reflected in risk and compliance frameworks, procedures and reporting in a timely manner
- Provide expert advice on policy, precedent, best practice, standards and resolution of issues, ensuring that key risks are identified, documented, measured, monitored, mitigated and reported
- Escalate key issues and non-compliance to Risk and Compliance Manager
- Build and maintain effective relationships with senior managers and their teams to influence the development of a risk and compliance culture at Cancer Council
- Identify, recommend and implement opportunities for improvement in all aspects of compliance, risk and business continuity

Privacy

- Update organisational privacy policy and associated procedures and processes as required.
- Draft or review privacy documentation, such as collection notices and consents
- Lead Cancer Council Victoria's response to suspected or confirmed data breaches
- Provide internal privacy advice.
- Assist with the completion of privacy impact assessments for proposed initiatives involving the handling of personal information.
- Liaise with regulators if required, in relation to data breach notifications or privacy complaints
- Coordinate privacy training, and other activities to promote privacy awareness for staff
- Identify opportunities to improve privacy practices

Audits

- Oversee resolution of outstanding audit actions in a timely manner
- Track and report on the completion of audit actions

Policy

- Oversee and support the ongoing implementation of the organisation's Policy Framework, including by maintaining the policy register, and drafting/reviewing policies
- Provide support to management in updating organisational policies and procedures

Business Continuity and Disaster Recovery

- Assist in the review of Business Continuity/Disaster Recovery plans to effectively manage potential and actual business interruptions

Reporting

- Produce regular and ad-hoc compliance and risk management reports, analysis and commentary for management, Executive Management, Board and Finance, Risk and Audit Committee (FRAC) under the guidance of the Risk Manager

Such other duties as directed and consistent with an employee's level of skill, competence and training.

KEY SELECTION CRITERIA

Essential Criteria

Qualifications, Experience, Knowledge and Skills

- Relevant tertiary degree or related field and/or experience in a compliance/privacy officer role
- Demonstrated experience providing privacy advice and embedding a culture of privacy best practice
- A pragmatic approach to risk and compliance management
- Solutions driven and results focused attitude
- Exceptional communication skills, both written and verbal.
- Excellent attention to detail and ability to identify and resolve complex problems in a timely manner Intermediate to advanced Microsoft Office suite skills – Word, Excel, Outlook.
- Proven organisational and time management skills, including the ability to work autonomously and as a team to meet deadlines Strong ability to listen actively, influence and negotiate with stakeholders
- Effective communication and interpersonal skills, including the ability to develop and maintain working relationships with internal and external stakeholders

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of a National Police Check