



Governance and Risk Officer

Position Description

Directorate	Strategy and Governance
Reports to:	Director, Governance, Safeguarding and Risk
Direct reports:	Nil
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Contribute to the corporate governance of the Society. This includes contributing to the management of State Council, Board and Committee meetings, supporting organisational policy processes and assisting in the development and roll out of the enterprise Risk Management Framework.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Strategy and Governance directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Governance, Safeguarding and Risk: this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; ensuring compliance with legal and regulatory requirements; implementing the Society's Policy Framework and leading the development of organisational policy; safeguarding functions; and developing and implementing the Society's enterprise Risk Management Framework.

Legal and Complaints: this team is responsible for delivering legal services, and privacy and complaints functions.

Program and Service Quality: this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

Policy and Advocacy: this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; developing and implementing related advocacy strategies; and improving the Society's understanding of the causes and consequences of poverty and disadvantage.

Internal Audit: this role responsible for leading the internal audit function and managing and conducting internal audits according to the annual internal audit plan.



Accountabilities and responsibilities

The Governance and Risk Officer will:

- Contribute to the successful implementation of the Strategic Plan within their team.
- Support the development and implementation of a governance plan.
- Support the provision of State Council and Board secretariat services to enable effective governance of the Society.
- Support the implementation of the Society's Policy Framework.
- Support the implementation of the enterprise Risk Management Framework
- Assist in the maintenance of a corporate Risk Register including appropriate risk management identification, controls, mitigation and reporting.
- Support the effective management of Society records.
- Support service accreditation processes and external body audits.
- Support specific strategic projects as required.
- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practice.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Ensure Policy Framework is operating effectively, and all key governance policies are updated and implemented.
- Ensure that a new Risk Management Framework is implemented and operating effectively.
- Develop specific strategic projects to a high standard within agreed timeframes.

Key working relationships

In addition to the Director, Governance, Safeguarding and Risk and their direct reports, the Governance and Risk Coordinator will foster close working relationships with:

- State Council President;
- Central Council Presidents;
- Company Board Chair and Board Committee members;
- Governance, Risk and Nominations Committee;
- Regional Directors, Membership, Volunteers and Regional Operations (Membership, Volunteers and Regional Operations);
- Directors, Vinnies Services (Vinnies Services).

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 1) Deliver, or support the delivery of, high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 1) Develop an understanding and respect for and be aligned to the Society's mission, vision, values and lay Catholic heritage.



- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 1) Support the implementation of change.
- **Team performance:** (Level 1) Develop own performance and contribute to team performance.
- **Digital engagement:** (Level 1) Effectively participate in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 1) Contribute to generating new ideas that will improve services and ways of working.
- **Financial acumen:** (Level 1) Use the Society's resources responsibly.

Role-specific criteria

- Relevant tertiary qualification/s and/or experience in governance in the government or not-for-profit sector.
- Experience working with a Board of Directors or similar organisational governance structure.
- Experience in implementing best practice governance frameworks, including in relation to organisational policy and enterprise risk management.
- Project management experience in a government or not for profit environment.
- Strong interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- Strong communication and presentation skills including the ability to develop reports, briefing papers and other documents accurately and in short time frames.
- Understanding of current issues facing the not for profit industry and incorporated not for profit organisations.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.