

<b>Position Title:</b>	Manager, Risk and Compliance
<b>Division:</b>	Corporate Services
<b>Department:</b>	Risk and Compliance
<b>Classification / Level:</b>	JG 10
<b>Ordinary working hours &amp; days:</b>	Monday to Friday, normal office hours
<b>Reporting to:</b>	Chief Operating Officer/ Chief Financial Officer
<b>Positions reporting to this role:</b>	Nil
<b>Significant working relationships:</b>	<ul style="list-style-type: none"> <li>• Executive Team</li> <li>• Management Team</li> <li>• Risk and Audit Committee</li> <li>• Internal audit</li> </ul>
<b>Decision Making/Purchasing Authority:</b>	Within delegated limits
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• Some out of hours work will be required.</li> <li>• Some intra and intrastate travel may be required.</li> </ul>
<b>Information on Adelaide Festival Centre</b>	<p>Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state.</p> <p>Adelaide Festival Centre is located on Kurna Yarta. We respect First Nations people around Australia and acknowledge the Kurna people as the traditional custodians of the Adelaide Plains. We honour their relationship with country, and we do so in the spirit of reconciliation.</p>
<b>Summary of Key Purpose:</b>	<p>The Manager, Risk and Compliance will ensure risks and opportunities are managed in the best interests of the organisation, clients and patrons. This position will consult, educate and provide high level support across the organisation contributing to effective risk management, good governance and effective decision making to achieve AFC's vision and strategic objectives.</p> <p>The Manager, Risk and Compliance is responsible for the facilitation of key risk management initiatives in the planning, development, implementation and continuous improvement of a risk management framework and compliance services within AFC.</p>

<b>Key Result Area / Accountabilities:</b>
Contribute to the facilitation and implementation of selected key risk management initiatives across the organisation so that risk management frameworks are developed and effective risk management is practiced.
Contribute to the development and administration of policies, procedures, guidelines and other strategies in support of effective strategic risk management and compliance.
Identify best practice trends and developments in risk management practices and making policy recommendations on these as appropriate
Develop, coordinate and deliver training programs and other developmental activities to increase the skill levels in, and practice of, risk management by managers at all levels
Provide an internal risk management consultancy service, timely advice and facilitation of risk management techniques so that risks are effectively managed and knowledge about risk management is transferred to key stakeholders.
Develop and implement communication and other strategies to encourage general ethos of risk management throughout AFC departments and to other key stakeholders
Prepare methodologies for the planning, analysis, treatment and monitoring of risks
Evaluate risk management, assessments and reports of both internal and external hirers
Interpret State and Federal legislation and policy pertaining to risk management and report on compliance and other issues as required, including but not limited to mandated climate risk management requirements for South Australian public sector agencies.
Research, analyse and make recommendations regarding current and best practice trends in risk management, business continuity and emergency management.
In consultation with key stakeholders, maintain an annual risk management program incorporating strategic and operational risk exposure, review, analysis, mitigation and control.
In consultation with the Executive and Management Team, facilitate and monitor AFC's strategic risks across the organisation, ensuring accountability and implementation.
Ensure major incidents are appropriately investigated and reported in accordance with AFC's policy and co-ordinate any required remedial actions.
Conduct assessment / investigations to determine elements of systems failure. Analyse loss data, identify trends and risk exposure. Develop proactive and responsive solutions to mitigate future risk exposure / events.
Manage and administer AFC's business continuity and emergency management plans, including the administration of the Emergency Planning Committee and support to the Crisis Management Team
Manage AFC's self-insurance portfolio including the annual insurance renewal process, placement of insurance and claims management.
Administration of the Risk and Audit Committee meetings including preparation of meeting minutes
Administration of the Trust's internal audit arrangements including procurement and contract management of internal audit services
Administer fraud awareness training and the fraud control plan

<b>Reporting</b>
Prepare reports for the AFCT Board, the Risk and Audit Committee and AFC Executive / Management, in relation to areas of responsibility as required.
Report on outcomes against AFC's risk management performance indicators on a regular basis.
Prepare reports in accordance with applicable legislation, Treasurer's Instructions, Premier and Cabinet circulars and Commissioner's Determinations
<b>General</b>
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behaviour and adhere to all Adelaide Festival Centre policies and procedures, including but not limited to equal employment opportunity and respectful behaviour in the workplace
<b>Records Management</b>
All records created within the conduct of AFC business to be managed in accordance with AFC's Record Management Policy, associated policies, procedures and legislation.
Ensuring attendance at compulsory EBMS Training and seek further EBMS Training as needed to perform the role.
<b>General Management WHS Responsibilities</b>
Care of your own health and safety and the health and safety of others.
Comply with any reasonable instruction from the Department of the Premier and Cabinet, and Adelaide Festival Centre, so far as you are reasonably able.
Cooperate with all reasonable the Department of the Premier and Cabinet, and Adelaide Festival Centre, policies and procedures.
Demonstrate leadership and commitment to WHS through consultation, cooperation, and collaboration on WHS matters and ensure clear and appropriate communication with all parties.
Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.
Comply with and ensure compliance to WHS by others (employees, visitors, and contractors) so far as you are reasonably able within your area of operation, by: <ul style="list-style-type: none"> <li>• Implementing policies and procedures established for the operations of the Adelaide Festival Centre Trust.</li> <li>• Ensuring people coming on-site are fully inducted, as far as practicable and relevant in AFCT WHS and Injury Management policies and procedures.</li> <li>• Ensuring staff are appropriately trained in safe work practices and that appropriate time and resources are made available for training to be undertaken.</li> <li>• Ensuring the workplace is maintained in a safe condition.</li> </ul>

- Monitoring work and operations to ensure persons within your area of operation meet fitness for work standards (not intoxicated from alcohol or drugs and are able to undertake the demands of their work without impediment.)
- Ensuring hazards, incidents, injury, or illness arising from workplace activities are reported within 24 hours through the AFCT reporting mechanisms, with investigation and remedial actions undertaken and completed in a timely manner.
- Ensuring site inspections and audits are undertaken and participated in, and risk assessments and remedial actions are undertaken and completed.
- Ensuring all safety and emergency equipment provided in your area of operation and throughout the workplace is used appropriately and correctly when required.
- Ensuring Personal Protective Equipment (PPE) is worn by anyone that is exposed to hazards/risks where PPE is identified as a control and ensure that the PPE is maintained as per safety directions.
- Following and ensuring others follow any reasonable instructions for health, safety, and wellbeing.

<b>Key Competencies:</b>	<b>Requirement</b>
<b>Qualifications / Education</b>	
Tertiary qualification in a relevant field.	Highly desirable
<b>Knowledge / Skills / Abilities</b>	
Contemporaneous knowledge of current relevant legislation.	Essential
Ability to think strategically and with common sense and provide sound advice and decision making to a wide variety of stakeholders.	Essential
Demonstrated ability to plan resources, manage time and work to deadlines with a minimum of supervision.	Essential
Ability to use initiative, creativity and leadership to achieve results within time and resource constraints	Essential
Demonstrated ability to work collaboratively in a team environment, as a member and/ or leader.	Essential
High level skills in interpreting policies and evaluating business processes and procedures.	Essential
Flexibility and the ability to adapt to change, effectively participating in change programs.	Essential
Ability to develop productive working and interpersonal relationships including team, negotiation and conflict handling skills.	Essential
Strong oral communication skills, particularly negotiation, presentation, consultation, influencing and conflict resolution	Essential
High level written communication skills including discussion papers, reports and visual presentations.	Essential
High level proficiency in information technology systems and applications.	Desirable
<b>Experience</b>	
Experience in risk management, or the provision of consultancy, and/or project management in this area.	Essential
Demonstrated ability developing and delivering training and developmental activities for professional and senior staff.	Essential
Leading and managing an effective risk management program.	Essential
Workplace incidents investigation and reporting.	Essential
Developing and maintaining constructive working relationships/ partnerships within and outside the organisation	Essential
Experience in or understanding of risk management in a public sector environment.	Desirable

.....  
Signature of Incumbent:

.....  
Signature of Manager:

Date:.....

Date:.....