

# POSITION DESCRIPTION



COMMUNITY HOUSING LTD  
GROUP OF COMPANIES

## RISK AND COMPLIANCE MANAGER

**Location:** Box Hill

**Reports to:** General Manager Corporate Services

**Supervises:** Compliance, Risk and Audit Officer

**CHL Capability Band:** #3

<p><b>Primary Purpose:</b></p>	<p>To effectively manage the risk and compliance frameworks within the CHL Group of companies so that risks and compliance obligations are identified, assessed and managed in the context of achieving the companies' objectives and meeting legal, regulatory, contractual and policy requirements.</p>
<p><b>Context:</b></p>	<p>This is a senior role leading key program or project areas that contribute to CHL's vision of a world without poverty. This role is a champion for CHL's values, vision and goals and promotes and drives commitment to the organisation's strategic objectives. Staff working at this level are expected to manage work practices for the health and wellbeing of staff, promote and adopt a balance and positive approach to work and ensure health and safety risks are addressed in a working environment free from harassment and discrimination.</p>
<p><b>Work Health &amp; Safety:</b></p>	<p>Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions.</p>
<p><b>Responsibilities:</b></p>	<p>The Risk and Compliance Manager will ensure the management of risks and the compliance obligations of the CHL Group of Companies are met by:</p> <ol style="list-style-type: none"> <li>1. Developing, maintaining and implementing strategies and annual plans for risk and compliance management and related activities.</li> <li>2. Maintaining and reviewing policies, procedures, and annual plans for Compliance and Risks area for each company within the CHL group.</li> <li>3. Overseeing and monitoring the implementation of the risk and compliance frameworks throughout the companies including risk and compliance assessments, control environment evaluations and action plans.</li> <li>4. Reporting on Risk and Compliance to senior management, Audit and Risk Committees and as required, external stakeholders.</li> <li>5. Ensuring Risk and Compliance Assessments are undertaken including analysis and reports on developments, exposures, control, breaches and related action plans across CHL programs and activities (nationally and internationally).</li> <li>6. Identifying and communicating as necessary industry developments and changes in best practice for risk and compliance management.</li> <li>7. Providing guidance, advice, and/ or training and educational programs, to embed business understanding of risk management, related laws, regulatory, contractual and policy requirements to staff and key stakeholders, as required.</li> <li>8. Liaising with senior managers in particular to ensure they understand their roles and obligations within their jurisdictions and commit with timelines for reporting.</li> <li>9. Providing additional appropriate support to wider team and organisation nationally and internationally. Management and supervision of members of the risk and compliance team</li> </ol>
<p><b>Technical Skills, Experience &amp; Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Relevant professional qualifications.</li> <li>• Minimum 5 years relevant experience in a complex organisation</li> <li>• Knowledge of Australian Standards for Risk and Compliance Management (AS ISO 31000:2018, and AS ISO 19600:2015)</li> <li>• Experience with risk and compliance management, frameworks, procedures and practices.</li> <li>• Experience with the development and delivery of risk and compliance training would be advantageous.</li> <li>• Ability to identify, interpret and document compliance requirements related to legal, contractual, regulator and financial matters.</li> <li>• Experience with Risk and Compliance software, especially GRC Manager. and/or Protecht, would be an advantage.</li> <li>• Commitment to the right of every person to good quality housing.</li> <li>• Satisfactory Police Check.</li> </ul>

<p><b>Key Capabilities:</b></p>	<p><b>Solves Problems</b> – Monitors programs, identifies potential problems and develops and implements collaborative solutions</p> <p><b>Continuous Improvement</b> – Assist and guide others to address emerging challenges and strategies and risks and generate support for change initiatives and a continuous improvement environment</p> <p><b>Gathers Information</b> – Draws on information, addresses critical information gaps and uses knowledge to drive different approaches</p> <p><b>Business &amp; Political Acumen</b> – Understands CHL’s business cycle and the execution of strategic goals. Keeps up to date with legal, regulatory, market and technological developments</p> <p><b>Communication</b> – Confidently communicates with a range of audiences ensuring messages are concise, articulate and impactful, using the most appropriate methods of communication</p> <p><b>Nurtures Relationships</b> – Builds and sustains relationship within CHL, across the community housing industry and with a diverse range of external stakeholders</p> <p><b>Engages with Risk</b> – Ensures that risks are identified and managed effectively and appropriate strategies are in place to respond to variance. Seeks guidance and advice when required</p> <p><b>Autonomy</b> – Understand what is required, structures time and tasks and delegates appropriately to achieve outcomes</p> <p><b>Probity</b> – Acts and at all times encourages others to operate within the boundaries of CHL processes, policies and legal constraints</p>
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