



LIFE SAVING VICTORIA
POSITION DESCRIPTION


Position Summary

Position Title:	Risk and Assurance Specialist
Position Category:	Full time or Part-time / Fixed Term
Area Of Operation:	Governance and Assurance
Reporting To:	Company Secretary
Governing Councils:	LSV Board and Board Committees (e.g. Finance, Risk and Audit Committee and Governance Committee)
Direct Reports	No direct reports
General Description:	<p>The LSV Risk and Assurance Specialist manages and administers LSV's Governance, Risk and Assurance framework, and provides advice and support across the entity.</p> <p>Reporting to the Company Secretary, the Risk and Assurance Specialist is responsible for ensuring LSV has and maintains a best practice assurance framework, with an initial primary focus on the following assurance areas:</p> <ul style="list-style-type: none"> - Risk Management; - Policies; - Occupational, Health & Safety; - Emergency Services; - Organisation Scorecard. <p>The role will be the product owner LSV's governance and compliance system (Folio).</p> <p>The highly autonomous role will operate within a confidential environment, including the handling of sensitive information.</p>
Key Results / Job Outcomes	<ul style="list-style-type: none"> • Responsible for ensuring, maintaining and enhancing a best practice governance, risk and assurance framework, tailored for LSV's volunteers, social enterprise and emergency service operations. • LSV strives to ensure that its assurance framework meets and exceeds the guidelines, as defined by the Inspector General for Emergency Management Victoria (IGEM). • Co-ordination and facilitation with relevant committees and/or risk/policy/incident owners to ensure registers, actions and mitigations are up to date and actioned. • Timely, accurate, cyclical and professional reporting on each of the above areas. • Creating and championing a strong culture of risk, safety and compliance throughout LSV. • Embracing and embodying LSV's Core Values and contribute to a positive team culture.

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Key Responsibilities

Assurance	<ul style="list-style-type: none"> • Managing and fulfilling LSV’s assurance requirements, including annual/periodic and as required reporting to all key LSV stakeholders. This includes: <ul style="list-style-type: none"> ○ LSV Board and Board Committees (e.g. Finance, Risk and Audit Committee, Governance Committee); ○ CEO Reports, and other reports; ○ Executive Management Team, and other related committees. ○ Emergency Management Victoria (EMV); ○ Inspector General of Emergency Management Victoria (IGEM); • Championing the strive towards a best practice assurance framework, based on the emergency management guidelines, as defined by the IGEM. • Initially, this role will focus on the follow key assurance areas: <div style="text-align: center; margin-top: 10px;">  <pre> graph TD A[Assurance] --- B[Policies] A --- C[Risk Management] A --- D[Occupational Health and Safety] A --- E[Emergency Services] A --- F[Organisation Scorecard] </pre> </div>
Policies Framework	<ul style="list-style-type: none"> • Managing the LSV Policy Framework to ensure that all policies are up to date and properly managed. • Reviewing, enhancing and maintain the Policies Register; • Ensuring consistency throughout all (enterprise wide) policies, and compliance with applicable Constitution / By-Laws / legislative requirements; • Managing and facilitating the review of LSV’s (enterprise wide) policies with subject matter experts (e.g. HR, Finance, Media, etc) to ensure all policies are up to date, regularly reviewed, and properly authorized. • Ensuring that the policy register, and all policies, are readily accessible by staff and/or volunteers, as applicable. • Developing a framework to provide assurance on policy compliance.
Risk Management	<ul style="list-style-type: none"> • Managing LSV’s Risk Management Framework to ensure that all key risks are identified, properly managed (by the risk owner) and reported. • Reviewing, updating and ensuring Risk Management policy compliance. • Maintaining the risk register to ensure all risks are up to date, and mitigations are up to date. Reviewing risk on a cyclical nature. • Communicating and reporting on risk to key stakeholders including: Risk owners, Executive Management Team, the Board, and Board Committees (e.g. Finance, Risk and Audit Committee)

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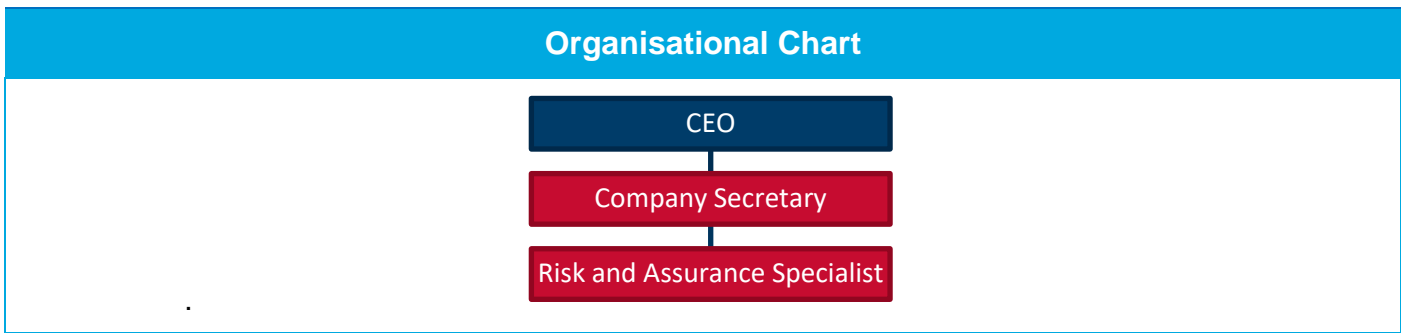
Key Responsibilities	
Occupational Health and Safety	<ul style="list-style-type: none"> • Managing LSV’s Occupational Health and Safety framework to ensure that all incidents are identified, properly managed (by the relevant owner/team) and reported. • Reviewing, updating and ensuring OHS policy compliance. • Providing secretariate and all required relevant support for the OHS (Management) Committee, including preparation of agendas, papers, reports, minutes, and actions. • Communicating and reporting OHS incidents to key stakeholders including: Risk owners, Executive Management Team, the Board, and Board Committees (e.g. Finance, Risk and Audit Committee).
Emergency Services	<ul style="list-style-type: none"> • Compilation of LSV’s annual assurance report for EMV and the Minister for Police and Emergency Services. • Tracking and documentation status of key activities included in the annual assurance report. • Working with EMV, IGEM and other agencies to on improving assurance and reporting.
Organisation Scorecard	<ul style="list-style-type: none"> • Compile quarterly LSV scorecard against LSV’s key plans (strategic plan, work plans and budget) and governance and compliance indicators.
General	<ul style="list-style-type: none"> • Maintenance of other key organization registers (e.g. contract register, conflict of interest register, etc) • Be the product owner of LSV’s governance and compliance system (Folio). • Be the organisation champion for governance, risk and assurance.
Human Resources & OHS	<ul style="list-style-type: none"> • Ensure the compliance of OHS policy, guidelines and procedures, using protective clothing or equipment provided at all required times. • Identify hazards, monitor and assess risk, and immediately report any injury, near miss and damaged equipment or any other hazard observed in the workplace. • Demonstrates duty of care, consider own safety and the safety of others at all times. • Monitor and promote the Code of Conduct, Equal Opportunity, Harassment and Bullying policy by treating fellow staff and others fairly and equitably and without discrimination, harassment or bullying.
Safeguarding Children and Young People	<p>Understand and comply with the guidelines of the LSV’s and SLSA’s Safeguarding Children and Young People.</p>



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Liaison and Key Relationships	
Internal	External
<ul style="list-style-type: none"> • LSV Board • LSV Executive Management Team • LSV Business Unit Managers • LSV Staff • LSV Councils and Committees 	<ul style="list-style-type: none"> • Emergency Management Victoria • Inspector General for Emergency Management • Surf Life Saving Australia • Royal Life Saving Australia • Other emergency services



Organisational Expectations	
Vision	That all Victorians will learn water safety, swimming and resuscitation, and be provided with safe aquatic environments and venues.
Mission	To prevent aquatic related death and injury in all Victorian communities and has the vision
Values	<p>Willingness to recognise and embrace LSV's core values when making decisions and working with our volunteers, clients, community and each other</p> <ul style="list-style-type: none"> • Positive and respectful relationships (cultural and intergenerational) • Being open, welcoming and inclusive • Personal development through a commitment to lifesaving • Develop healthy lifestyles • Taking personal responsibility for betterment • Being relevant in today's and tomorrow's society • Efficient and appropriate use of available resources • Building stronger and safer communities

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Job Competencies	
Essential Competencies	<ul style="list-style-type: none"> Tertiary qualifications in a relevant discipline (e.g. business, law, risk, governance). Significant experience in best practice Governance, Risk and Assurance frameworks, and reporting. Demonstrated experience in the analysis of governance, risk and assurance data, and ability to effectively and clearly communicate the results; Ability to work with, and influence, executives and business unit managers; Ability to work autonomously, take responsibility for LSV's assurance framework, and escalate issues as required; Strong IT and computing skills, understanding and use of applications within a Microsoft Windows, MS office environment and Sharepoint. Must have, or be able to obtain, an employee Working With Children Check.
Desirable Competencies:	<ul style="list-style-type: none"> Previous experience in working with EMV or IGEM highly desirable. Previous experience with Folio (or other Risk Management or assurance systems) and Power BI highly desirable. Relevant post graduate qualifications highly desirable (e.g. Graduate Diploma of Risk Management, etc). Experience with community based NFP organisations, ideally within sporting industry or emergency services, with a volunteer base.