

Position Profile



Position:	Enterprise Risk & Quality Manager
Team:	Risk & Quality
Org unit:	Secretariat
Reporting manager:	CEO
Industrial coverage:	Non-award
Position number:	#
ANZSCO code:	221214 Internal Auditor
AON reference	Aon.RFN.85401.5
Approval status	Draft
Date reviewed:	March 2024

Organisation purpose

A different brilliant® - understanding, engaging and celebrating the strengths, aspirations and interests of people on the autism spectrum.

Vision: The best opportunities for people on the autism spectrum.

Mission: We work with people of all ages on the autism spectrum, delivering evidence-informed solutions that are person-centred, family-focused, and customer-driven.

Values: We are passionate about people, about being positive, and about what's possible.

Position purpose

To strengthen Aspect's "second line of defence" and embed a robust enterprise risk management framework and develop a positive risk culture within the business and implement systems that enable operational complexities to be understood by key stakeholders in the context of their key decisions and process design.

Key accountabilities

Business Leadership

- In consultation with the Executive team and other key stakeholders, lead the evolution of existing risk management processes and controls to develop an integrated, and comprehensive Enterprise Risk Management framework, aligned with organisational strategy, to eliminate or mitigate risk.
- Promote appropriate risk taking and the development of a strong, effective, and enduring positive risk culture.
- Support the Board and Executive team to:
 - develop and monitor Aspect's risk management strategy, risk appetite statements, internal controls and risk register.

- - develop Risk Management controls and contingency plans to mitigate risk in their areas of responsibility.
- In partnership with the Quality Manager, manage technology-solutions for risk management that provides real-time and trend risk insights on business activities, within business units and enterprise-wide.
- Prepare high quality papers and provide aggregated, enterprise-level risk trends reporting and analysis to the Board, Chief Executive and Executive team, focusing leaders on enterprise-wide risks that could prevent delivery of core business activities and strategy.
- Escalate critical issues on areas of non-compliance and breaches to the Chief Executive Officer and the Aspect Board when required.
- Build strong relationships with key stakeholders across the business, and work in partnership to deliver against the vision of the organisation.
- Develop and implement control effectiveness assurance processes and reporting.
- Provide recommendations to the Chief Executive Officer regarding improvements to existing risk practices and support continuous improvement of business continuity plans to limit risks.
- Oversee all insurance policies and claims, ensuring optimal return on investment for Aspect.
- Oversee the provision of training, tools and templates to assist stakeholders with Risk Management throughout the organisation.
- Provide coaching, support and advice to risk owners and Aspect managers on Risk Management issues.
- Support Executive team members with review of major business contracts as required to assess potential risk.
- Work with other shared services functions (such as Finance and WHS) to streamline, align and embed risk management processes.
- Provide input into the development and delivery of the annual Internal Audit Plan.

Functional Leadership

- Engage strategically with the Executive and Board through the provision of advice and information on relevant risk and compliance matters, including but not limited to compliance with NDIS standards, alignment to NESAs standards, WHS matters and reducing cyber risk.
- Lead, motivate and develop the Enterprise Risk & Quality team to achieve their goals and their Business Plan objectives.
- Keep abreast of relevant legislative changes and best practice related to contemporary risk management, and provide advice and guidance to risk owners.
 - Work within the organisation's quality and risk management framework to ensure that there is a focus on continual improvement and identification, rectification and management of risks.
- Own and manage the organisation's policy framework

Operational and Financial Management

- Provide leadership and support to develop and implement plans to operationalise Aspect's strategic plan and annual business plan.
- Operate within approved budgets and financial delegations and comply with Aspect's financial and asset management policies and procedures.

Team culture and development

- Contribute to and promote a team culture of continuous improvement and high performance.

Safeguarding the people we support

Aspect is committed to providing an environment free from abuse, neglect and exploitation of the people we support.

- Fulfil your obligations to ensure Aspect complies with its Safeguarding the People We Support policy and Code of Conduct.
- Hold managers within your business unit accountable for their safeguarding responsibilities, including mandatory reporting and legal requirements and provision of safeguarding training for staff.
- Ensure appropriate resources and processes are provided to promote a safeguarding culture and educate staff to fulfil their Safeguarding responsibilities.
- Be the escalation point for all concerns and/or issues and have oversight of responses to those concerns/issues.

Work health and safety

Members of the Aspect leadership network are considered Officers under the work health and safety legislation and, accordingly, are responsible for ensuring Aspect has arrangements in place to comply with legal obligations.

- Fulfil your obligations to ensure Aspect complies with its work health and safety obligations under WHS laws.
- Hold managers within your business unit accountable for their health and safety responsibilities.
- Fulfil your duty to exercise due diligence. Due diligence means you must:
 - acquire and keep up to date knowledge of work health and safety matters
 - understand the operations of the business and the hazards and risks involved
 - ensure appropriate financial and physical resources and processes are provided to enable hazards to be identified and risks to be eliminated or minimised
 - ensure information regarding incidents, hazards and risks is received and the information is responded to in a timely way
 - ensure the business has, and implements, processes for complying with any legal duty or obligation
 - verify the provision and use of resources and processes.

Reporting lines

Direct manager:	Chief Executive Officer
Direct reports:	Quality Manager Safeguarding Human Rights Consultant

Essential requirements

- Minimum of 10 years' experience in a risk role, financial services role or related field, preferably within the Human Services or Education sector.
- Tertiary qualification in business, accounting, finance or similar.
- Demonstrated experience in embedding a Risk Management Framework across a complex organisation.
- Critical thinking with an analytical approach.
- Experience analysing information/data and providing recommendations to leaders.
- Ability to collaborate and work with multiple stakeholders to deliver a common goal.
- Demonstrate strong business acumen and is a change leader.
- Comprehensive regulatory and industry standard knowledge.
- Excellent communication skills - oral, written and presentation.
- Working with Children Check clearance (NSW).
- National Police Clearance.
- NDIS Worker Clearance and completion of the NDIS Worker Orientation module

Functional capacity requirements

Frequency refers to an approximate percentage of time in a typical shift or period on duty:

Rarely: Up to 7% Occasionally: 8% to 33% Often: 34% to 66%
Continuously: More than 66%

Requirement	Frequency
Resilience to behaviours of concern	Occasionally
Sitting	Continuously
Standing, walking	Occasionally
Pulling, pushing, lifting <5kg, reaching, carrying	Rarely
Fine motor skills – keyboarding, writing	Continuously