

## JOB PROFILE

# Quality & Risk Specialist



The Assembly's objective is to promote the self-determination and empowerment of Traditional Owners and Aboriginal Victorians in the Treaty process, including by:

- Acting as the First Peoples' Representative Body to negotiate and agree Statewide Treaty and Interim Agreements,
- Acting as the Aboriginal Representative Body to support Treaty negotiations (including administering the Self-Determination Fund),
- Enabling Traditional Owners and Aboriginal Victorians to exercise sovereignty, the right to self-determination and other rights; including those contained in the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

**Location:** 48 Cambridge Street, Collingwood VIC 3066

**Reports to:** General Counsel

**Team:** Legal and Risk Team

**Team Function:**

Legal: The Legal Team advises on a broad range of legal issues. Assembly lawyers provide legal advice and support to the Assembly on a range of matters including corporate and commercial, governance, employment, policy issues, Treaty negotiations, and ensuring compliance with laws and regulations.

Risk: The Quality and Risk Specialist within Legal and Risk team is responsible for the Assembly's risk management function including the operation of risk management frameworks and incident reporting.

**Classification:** FPAV 6

**Salary Range:** \$138,631 to \$185,678

**Employment Type:** Full-Time

**Further information:** [People@firstpeoplesvic.org](mailto:People@firstpeoplesvic.org)



## OPERATIONAL RESPONSIBILITIES

### Description

- Establish and maintain trusted relationships with Assembly Members, Executive Leadership Team, and Staff.
- Support Council and Executive Leadership Team to develop and implement an appropriate Risk Management Framework to ensure organisational risk is appropriately assessed and managed.
- Develop and implement fit for purpose, culturally appropriate risk management, incident reporting and investigation, internal audit and continuous improvement systems, policies, and processes.
- Provide Member and Staff training to ensure that they are familiar with the organisation's risk management and incident reporting and investigation systems, policies, and processes.
- Monitor compliance with those policies and procedures.
- Proactively lead the review and analysis of incidents, conducting investigation into serious events in collaboration with staff and Executive Leadership.
- Manage the Assembly's Organisational Policy Framework to ensure that it is compliant with legislative requirements and meets good practice standards.
- Work with Governance in maintaining the Policy Register and support policy development and management, including procedures for the development, amendment, and review of policies, ensuring any changes are clearly communicated and incorporated into the relevant procedures and practices.
- Coordinate annual operational audit process to support continuous improvement, analysing existing processes and recommending changes where appropriate to address identified issues and improvement opportunities.
- Provide general advice to Council, the Executive Leadership Team and staff on risk management and related issues as they arise so they are well informed and can respond appropriately.
- Review and report on organisational risk profile and management to Executive Leadership Team and Audit, Risk & Remuneration Committee on a regular basis in accordance with the Assembly's Risk Management Framework.
- Prepare regular reports on incident monitoring and audit outcomes (where applicable) for the Executive Leadership Team and the Audit, Risk & Remuneration Committee.
- Seek advice as required from the Office of the General Counsel to guide activity.
- Manage and track operational budget.
- Play a key role in continuous learning and awareness for the Assembly staff on risk management, incident management, business continuity and related policies and procedures
- Other activities as directed, from time to time
- Undertake other duties as directed.

### Key Performance Indicators

1. Stakeholder Relationship Management: Collaborate, establish and maintain trusted relationships with Assembly Members, Executive Leadership Team, and Staff, focusing on effective communication and collaboration.
2. Risk Management and Compliance: Develop and implement a comprehensive and Assembly wide Risk Management Framework and Organisational Policy Framework to ensure appropriate assessment and management of risks, compliance with legislative requirements, and adherence to good practice standards.
3. Continuous Improvement and Reporting: Lead incident reporting and investigation including lessons learned and provide regular reports to Executive Leadership and the Audit, Risk & Remuneration Committee to drive continuous improvement and informed decision-making.

## Influence & Action

- Navigate complex relationships, community politics and manage competing priorities to achieve objectives and strategic outcomes.
  - Collect and share ideas and information through collaboration with the Council, Members, and staff who play a critical role in furthering the Assembly's objectives.
  - Promote and support the achievement of core values and build upon the reputation of the Assembly.
1. Skilfully manages relationships, community politics and priorities to ensure set objectives and outcomes are achieved.
  2. Effectively generates ideas, shares information, and collaborates with the Assembly's stakeholders for the betterment of the Treaty process.
  3. Plays a valuable role in promoting the Assembly's values and building upon its reputation.
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## POSITION REQUIREMENTS

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### Skills, Competencies & Knowledge

- Demonstrated skill and capacity to work effectively and with integrity in the context of a Victorian First Peoples' Representative Body.
  - An ability to lead, train and educate staff and Members in the requirements of a quality management system.
  - Demonstrated experience promoting a culture of continuous quality improvement.
  - Demonstrated ability to work with senior stakeholders in a complex and fast-moving environment and also to work both independently and collaboratively as a productive team member.
  - Ability to manage competing priorities in a highly adaptable and changing/transitioning environment.
  - Attention to detail combined with analytical skills to support the collation, analysis and reporting on qualitative and quantitative data.
  - Strong organisational and project management skills with an ability to work to timelines and be outcome focused whilst managing multiple tasks.
  - Proven track record in maintaining effective working relationships with a range of stakeholders for the effective delivery of quality objectives.
  - Skilled in managing and tracking budget allocations and expenditure.
  - Strong written and verbal communication skills.
  - Competent in the use of Microsoft Office Suite.
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### Experience & Qualifications

- Experience in a complex, for-purpose organisation led by values and the commitment to social change.
  - Track record in developing, implementing, and managing quality and risk management programs at senior management level in accordance with ISO standards
  - Experience working with senior stakeholders in a complex and fast-moving environment.
  - Relevant tertiary qualification (bachelor's degree or higher).
  - Professional accreditation with a risk management body whether RMIA, IRM, GIA or other, would be highly regarded.
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### Personal Attributes

- Passionate about being part of a reform to benefit First Nations people in Victoria.
  - Able to always maintain professionalism to achieve strategic objectives & outcomes.
  - Able to perform under pressure and continue to adhere to company policies/values.
  - Able to show empathy and respect towards colleagues and Assembly stakeholder.
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## Behavioural Responsibilities

1. Assembly Culture & Image –  
Upholds the standards of Respect, Accountability, Honesty, Equality, Legal Compliance, and Conflict of Interest, as found in the Assembly's Standards of Conduct Policy, and adheres to all other Assembly Policies.
  2. Team Focus –  
Recognises and respects the strengths of others within the team, listens and responds to feedback from managers and colleagues, and understands personal impact upon team goals.
  3. Personal & Professional Development –  
Actively seeks opportunities for personal and professional growth through ongoing learning and development initiatives.
  4. Leads with Conviction –  
Considers the Assembly's values when making organisational decisions, and presents a mature, balanced, and united leadership approach.
- # A copy of the Behavioural Responsibilities to be provided as part of the onboarding process.
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