NORTHERN LAND COUNCIL

Position Description

Our Land, Our Sea, Our Life

Job Title:	**Project Officer - Risk**
Classification:	**SOGB**
Position No:	**GC02**
Branch:	**Governance, Risk & Compliance**
Reports to:	**Manager Governance, Risk & Compliance**
Date:	**13 August 2020**

Primary Objectives

The Governance, Risk & Compliance Officer is responsible for implementing the teams various frameworks within the NLC. The roles will provide specialist support in either Governance, Risk or Compliance and will be expected to work across these functions if required. In addition, the role will provide an administration, advice and support function to all teams across the NLC, ensuring compliance with systems, processes, policies, contracts and legislative obligations.

This positions main objective is to provide effective support to the organisation through the provision of services related to risk management, internal audit, and compliance.

Duties:

1. Monitor and administer the NLC's Risk, Compliance or Governance frameworks
2. Prepare reports and provide input into the development of policies and procedures in relation to specific areas of responsibility
3. Provide training for the organisation on the NLC Governance, Risk or Compliance framework, policies and procedures
4. Undertake data analysis and research, develop and provide recommendations on identified trends, system enhancements or risk mitigation strategies
5. Review, assess and improve NLC risk mitigation activities such as emergency management planning, business continuity planning, disaster recovery strategies and associated testing and training.
6. Action the audit schedule and ensure an effective and consistent approach across the NLC
7. As directed, participate in relevant Government working groups
8. Liaise with a range of stakeholders to gather information for incorporation into team collateral, project plans and reports
9. Undertake administrative duties including database input, register management, meeting coordination and minutes, and drafting a range of documentation including correspondence.

Work Health and Safety Responsibilities

- Take due care of your health and safety at work and that of other Land Council employees.
- Report any maintenance requirements, hazards, accidents, injuries or incidents to your Supervisor immediately.

Essential Criteria

1. Law or business qualification at degree level, or sufficient work experience in the area of interpreting legislation and its application
2. Experience working with corporate governance functions, in systems/process analysis and development, and preparation of submissions and reports

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3. Experience undertaking data analysis, identifying trends and developing and implementing mitigation strategies
4. Experience working with risk management systems and reporting systems
5. Advanced research skills and an ability and willingness to undertake professional investigations
6. Excellent written and verbal communication skills including the ability to liaise with and influence diverse stakeholder groups and provide training tailored to various audiences
7. Highly developed time management and planning skills - ability to establish priorities and to plan, coordinate and monitor own work plan

I hereby acknowledge that I have read and agree to fulfil, to the best of my abilities, the above-listed duties responsibilities:

Signature of Employee	Print Name	Date

Note: From time to time, it may be necessary to amend this position description in response to the changing nature of our work environment. Such change may be initiated as necessary by the Manager of this position or as part of the Performance Development process. Any change will be made in consultation with the incumbent.

Approval

Position	Name	Date Approved
General Manager People Services	Jason Chin	August 2020