

Position Description

Position Title:	Lead, Risk Management
Position Number:	900049
Group / Office:	Corporate Services
Tenure:	Permanent
Full Time Equivalent:	Full time 1.0 FTE
Classification:	VicHealth Grade D (+ Superannuation)
Location:	Level 2, 355 Spencer Street, West Melbourne 3003
Reports to:	Manager, Planning & Business Improvement
Further information:	Introducing VicHealth www.vichealth.vic.gov.au

About The Victorian Health Promotion Foundation (VicHealth)

As Victoria's pioneering health promotion agency, VicHealth works with our partners in health, sport, government, the arts, workplaces, research and education to discover, implement and share solutions for long-term health. Promoting good health and preventing illness allows more Victorians to enjoy better health and wellbeing, which means they will have more time and energy for the things they enjoy. VicHealth takes pride in being an equal opportunity employer championing equity and diversity in the workplace.

Purpose of the role

The Lead, Risk Management, has a whole of organisation risk focus and contributes to the core health promotion business of VicHealth, supporting the VicHealth Board, Finance, Audit and Risk (FAR) Committee, Management, Corporate operations and Health Promotion units by:

- Coordinate risk management at VicHealth including maintaining risk management framework, policies and procedures in accordance with the relevant Government requirements and risk management standards and providing accurate and timely risk management advice to the VicHealth Board, FAR Committee and Management.
- Provide contract, procurement and risk advice and support, including the use of corporate systems across VicHealth. Continually review, and maintain all aspects of VicHealth's contracts and funding agreements, including the introduction of new obligations where directed by state government.
- Liaising with and instructing related external legal service providers on behalf of management.
- Continually review and improve procurement, contract and grant-making policies and procedures ensuring compliance with relevant legislative and government requirements

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The Lead, Risk Management reports to the Manager, Planning & Business Improvement, and has close working relationships with the Planning and Business Improvement team, and all other VicHealth teams and is expected to develop and nurture excellent internal stakeholder relationships. In order to achieve this, the person in this role must be able to provide efficient and effective liaison; engage stakeholders and have strong verbal and written communication, analytical and problem solving skills.

Scope of the role

Financial	As per VicHealth Delegation Policy
People	May supervise employees

Cultural & Professional Standards

The VicHealth Employee Culture Charter guides behaviour by outlining those key principles that set the cultural and professional standards to which all VicHealth staff commit.

To support the new ways of working within the Future Healthy Group, these behaviours include:

1. **Trust:** working competently with VicHealth’s vision, strategy and goals in mind; open, supportive, consistent and respectful communication with internal and external audiences; and working in a way that gains the ongoing respect and continued trust of partners and stakeholders.
2. **Challenge:** being open to doing things differently, to new ideas and processes; embracing change and being comfortable with ambiguity; and resolving conflict (internal or external) constructively.
3. **Accountability:** doing what we say we are going to do; owning our performance and outcomes for the benefit of VicHealth and stakeholders; being a role model for the staff that we lead and supervise and/or for other staff; and encouraging growth and development in others.
4. **Results:** helping others at all levels, even if outside the scope of our role; being efficient and effective with stewardship of VicHealth assets and funds; and striving to maximise our collective impact.

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Main Role Responsibilities

Functions	Activities
Risk Management	<ul style="list-style-type: none"> • Continually review, improve and support risk management practices at VicHealth including maintaining risk management framework, policies and procedures in accordance with the relevant Government requirements and risk management standards • Responsibility for VicHealth’s risk management software’s accuracy and integrity and generation of regular management, FAR Committee and Board risk management reporting • Provide accurate and timely risk management advice to VicHealth project/risk managers to mitigate project/corporate risks • Lead the identification and implementation of embedding a risk management culture within the operations of VicHealth • Provide accurate and timely advice to project managers in applying the project risk management framework within VicHealth core business systems • Play an active role in tender evaluation processes for high-risk projects
Contracts & Procurement	<ul style="list-style-type: none"> • Provide accurate and timely advice across the organisation relating to grant making, general procurement and other contractual activities • Instruct and manage related external legal service providers ensuring best value for money and efficient turnaround of legal work and advice • Provide accurate and timely contractual advice to inform accurate decision-making across the organisation • Review and provide technical contract advice for high value contracts • Provide accurate and timely advice and assist with contract negotiation and contract management activities to achieve the most appropriate terms and conditions for VicHealth (as required) • Develop regular and timely reporting to monitor contract management and performance including exception reporting • Lead the maintenance and update of VicHealth’s suite of contracts and related documentation • Coordinate and deliver training to build staff knowledge and understanding of VicHealth’s standard contracts including the development of contract schedules • Provide accurate and timely RFQ/Tender advice and probity support to tender/procurement activities , including technical business systems support carried out within VicHealth • Manage and maintain access to the Tenders Vic Website
Compliance	<ul style="list-style-type: none"> • Develop procurement, contract and grant-making policies and procedures ensuring compliance with relevant legislative and government

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	<p>requirements</p> <ul style="list-style-type: none"> • Provide accurate and timely advice including technical business systems support and training to staff to ensure compliance with procurement and grantmaking policies and procedures • Continually review and improve the reporting processes relating to risk management, contract and procurement for project managers, Management, VicHealth Board and the FAR Committee • Ensure grantmaking, procurement and contract documentation and templates are accurate and meet business requirements • Monitor VicHealth legislative compliance obligations and follow up with owners to ensure compliance requirements are met
Teamwork	<p>Contributes to the development of a highly effective team by:</p> <ul style="list-style-type: none"> • Working collaboratively across the organisation • Sharing knowledge and experiences • Participating and contributing in team meetings, strategic and corporate planning meetings, team work plans and relevant cross unit working groups • Applying work practices and approaches consistent with established VicHealth processes, and identifying opportunities for development • Identification of potential opportunities for innovation and improving the efficiency and effectiveness of VicHealth's operations
Equity and Diversity	<ul style="list-style-type: none"> • Contribute to maintaining an environment where differences are valued, encouraged and supported • Maintain VicHealth's ideals of cultural diversity in the workplace at all times
Governance, Risk, Behaviour & Conduct	<p>Act in accordance with:</p> <ul style="list-style-type: none"> • The Code of Conduct for Victorian Public Sector Employees as detailed in the Public Administration Act 2004 • VicHealth Policy, Procedure and Values as outlined on the VicHealth intranet
Occupational Health and Safety	<ul style="list-style-type: none"> • Takes reasonable care at all times for their own health and safety and that of others who may be affected by their conduct • Is responsible at all times for maintaining a safe and healthy work environment for all

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Key Selection Criteria (Knowledge, experience and skills)

Qualifications and experience	<ul style="list-style-type: none"> • Relevant tertiary qualification in a contracts/commerce/law field • At least 3 years' experience in risk management, contract management /administration and procurement • Experience working with an organisation providing grants • Experience with a Risk Wizard or an established Risk Management system • Experience with Salesforce or an established CRM system preferred • Experience working in a government organisation although not essential would be considered advantageous
Risk Management	<ul style="list-style-type: none"> • Manages, monitors and administers all aspects of risk management • Understands, supports and develops risk management software and risk management reporting to Management, Boards and FAR Committees • Has a risk focus on communications with management and staff • Has a risk focus in all dealings and tasks
Contract Management	<ul style="list-style-type: none"> • Manages, monitors and administers all aspects of contracts and funding agreements • Understands, supports and develops contract related policies, procedures and guidelines • Liaises with internal and external stakeholders on contract matters • Negotiates and records the various elements of contracts
Planning and Organising	<ul style="list-style-type: none"> • Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required • Identifies processes, tasks and resources required to achieve a goal • Establishes systems and procedures to guide work and track progress • Able to manage multiple conflicting needs and prioritise effectively • Liaises with others when organising work • Anticipates barriers and finds effective ways to deal with them
Communication Skills	<ul style="list-style-type: none"> • Confidently and effectively conveys ideas and information in a clear way both verbally and in writing • Understands and meets the needs of target audiences • Welcomes and provides constructive feedback • Handles difficult and sensitive communications well • Listens, understands and adapts to audience • Negotiates persuasively • Structures written communications effectively to achieve their purpose, conveys ideas and information in a clear way, with a strong understanding of the information needs of target audiences • Writes accurate and informative Management, Board level reports
Communicates with Influence	<ul style="list-style-type: none"> • Communicates and models a vision that generates enthusiasm and commitment • Listens, understands and adapts to audience • Negotiates persuasively

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Attention to Detail	<ul style="list-style-type: none"> • Observes fine details • Identifies gaps in information • Looks for logical sequences of information • Highlights practical consideration of plans and activities • Compares finished work with the expected outcomes to ensure accuracy and thoroughness
Builds and utilises stakeholder relationships	<ul style="list-style-type: none"> • Facilitates cooperation and partnerships • Values individual differences and diversity • Develops and maintains strong, positive partner, stakeholder and supplier relationships both internally and externally • Identifies and manages a range of complex and often competing needs • Uses understanding of the stakeholder to ensure outcomes are achieved • Finds innovative solutions to resolve issues • Builds trust through consistent actions, values and communication • Keeps stakeholders up to date with issues and developments • Constructively deals with stakeholder issues in an accurate and timely manner

This position description was created / updated on 10/01/2022 and is a guide to the role and responsibilities that are required of this position as of this date. Other duties may be required to be undertaken from time to time. This position may involve limited work related travel to visit other stakeholders or attending conferences, including working from locations other than the VicHealth office. Additionally occasional work outside core business hours may be required.