

POSITION DESCRIPTION

Position Title	Risk and Compliance Consultant		
Organisational Unit	People and Capability Directorate		
Functional Unit	Safety & Wellbeing		
Nominated Supervisor	National Manager, Safety and Wellbeing		
Classification	HEW 9		
CDF Level	CDF1	Position Number	10612399
Attendance Type	Full Time	Date reviewed	18-SEP-2024

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Provost and Deputy Vice-Chancellor (Academic)
- Chief Operating Officer and Deputy Vice-Chancellor
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)
- Vice President and Director (Mission and Identity).

ABOUT THE PEOPLE AND CAPABILITY DIRECTORATE

The People and Capability Directorate delivers employment related services to all staff and supports the strategic objectives of the University. People and Capability delivers the staff (user) employment experience throughout a staff members appointment at the University. This means designing, implementing and management of a comprehensive range of workplace, people, and workforce programs and initiatives. People and Capability is business focused and partners with the organisation to achieve strategic and change outcomes. Effective support and advice to staff is provided through a range of organisational and Human Resources business systems and processes, effective management of employment arrangements, records, timely management of remuneration matters.

POSITION PURPOSE

The Risk and Compliance Consultant is responsible for identifying, addressing, and reducing risk, ensuring that the ongoing and future legal and regulatory obligations under various licenses, certifications, registrations and regulations are fulfilled in a timely manner by managing risk and compliance practices across ACU. The role creates operational risk registers to allow managers easy access to the information, updating controls and managing potential impacts and opportunities utilising best practices in risk management.

Work practices will adhere to the 'how to manage work health and safety' code of practice and in accordance with ISO45001, ISO4001 and ISO 9001.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The Capability Development Framework describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Lead the development and implementation of Risk Registers and compliance frameworks across ACU.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Work with external contractor KPMG to establish risk profiles for workers and students and build registers.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Maintain and enhance P&C and Health and Safety risk and compliance reporting.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Identify, consult and assess risks and advise relevant stakeholders on the correct risk management approach and ensure risks are managed per ACU's safety risk and governance framework.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Coordinate and play a critical role in monitoring activities to ensure compliance with applicable legal, ethical, and regulatory standards is maintained.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Review, amend and implement programs, policies and safety plans necessary to minimise the risk of exposure to staff and students.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop the implementation of action plans, building consensus and commitment through ACU leadership, and support the Safety and Wellbeing team to ensure that risk assessments are in alignment with ISO Standards for Quality, Health & Safety and Environment.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Work closely with the Safety and Wellbeing team to and broader P&C to establish a customer centric approach to Risk Assessments.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Engage and build relationships with staff which includes walking through ACU campuses, having safety conversations and assessing the working environment.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Enabling successful training to large groups ranging from senior executives, academic and professional staff.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

HOW THE ROLE OPERATES

The position manages complex; difficult or challenging matters/issues/tasks on a regular basis; These matters are often impacted by internal/external factors (technical; policies and procedures; industrial; funding; academic).
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.
The position will need to influence and win the support of others to achieve mutually beneficial outcomes.
This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	<ul style="list-style-type: none"> • Qualification - Relevant tertiary qualifications in Occupational Health and Safety and/or an equivalent level of knowledge gained through a combination of education, training and/or experience, including relevant work experience in WHS Operational Risk, Compliance or Audit role. • Experience - Previous experience in working within a 'high risk, complex' workplace environment which includes, staff on campus and placement, students, contractors and visitors. • Qualification - Detailed understanding and knowledge of Incident Cause Analysis Method (ICAM). • Qualification - Relevant qualification and training in Lead auditor ISO45001, ISO40001 and ISO 90001. • Skill - Excellent communication both verbal and written, problem-solving, negotiating, and decision-making skills including the ability to act with discretion, sensitivity and maintaining the privacy of personal information. • Experience - Well-developed process mapping and improvement skills, and sound problem-solving skills. • Skill - Demonstrated ability to work collaboratively using well-developed interpersonal skills to build sound working relationships, to consult and work in partnership with internal and external stakeholders to capitalise on all available expertise to achieve organisational objectives. • Knowledge - Application of controls including procedures to enhance risk assessment, safety intervention via the establishment of fact-based investigative and analytical processes. • Knowledge - Demonstrated ability to assess the risk presented by students and workers within university or a similar complex organisation. • Experience - Previous experience within Education/ Tertiary Sector or highly regulated industry is highly desirable.
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Core Competencies:	<ul style="list-style-type: none"> • Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Display openness and resilience, inspire others to change and act to make change happen with ACU's strategic goals and Mission at the heart of all outcomes. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Work collaboratively internally and externally to ACU to capitalise on all available expertise in pursuit of excellence. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart <https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

