



Position description

Risk Management Adviser

Reporting to:	Risk and Insurance Director
Unit:	Mission Resourcing Unit
Location:	CBD, Melbourne
Tenure:	Ongoing
Hours per week:	37.5
Cost centre:	SL 500
Date:	October 2018

Name

Signature

Date

David Herbert

Director

Signature

Date

Uniting Church in Australia – Synod of Victoria and Tasmania

The UCAVT (Uniting Church in Australia – Synod of Victoria and Tasmania) is the Council of the Church responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

Mission Resourcing Unit

Within synod-based operations, the Mission Resourcing Unit (MRU) offers a range of professional services that are financial, technological and people-related, to support and resource mission and ministry. The MRU supports and resources the aspirations outlined in the Church's *Our Vision Statement and Mission Principles*. Underpinned by a culture of service excellence, the MRU aims to provide timely and accurate advice, information and services that support presbyteries and faith communities, and partners with them to advance mission and ministry. The MRU strives to demonstrate leadership by actively:

- promoting all aspects of the Synod's life, and deliberately addressing the strategic priorities and areas of focus as resolved by the Synod
- developing networks and building deep partnerships across synod-based ministries and operations, presbyteries and their congregations
- maintaining strong, engaged relationships with presbyteries through regionally based participation and support.

Risk and Insurance team

The Risk and Insurance team works within the MRU to provide expert advice and services to the Synod, congregations and presbyteries, and to other associated bodies. Its role is to manage financial, non-financial and insurable risks. It drives an effective risk-management culture that is consistent with the Church's values, and it engages with stakeholders to foster the development of this culture across all parts of the Synod. The work of the Risk and Insurance team is consistent with the Australian Risk Management Standard AS/NZS 4360 and with International Risk Management Standards (ISO/FDIS 31000: 2009 and IEC/FDIS 31010).

Role purpose

This role will play a key part in strengthening the risk culture across the life of the Synod working across the Church to lead the management of risk. The role will champion a risk mindset and provide education broadly about the benefits of risk analysis and prevention.

The role will offer expert advice about effective risk and compliance systems, approaches, and policies based on contemporary best practice. Working closely with the Project Manager Congregational Business Support Services this role will ensure presbyteries and congregations receive integrated and consistent services regarding risk management.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- tertiary qualifications in business administration, commerce, finance, risk management related disciplines
- experience in risk management at organisational level in not for profit sector is highly desirable

Skills and abilities

The successful applicant will have the following skills and abilities.

1. **Risk management expertise:** sound understanding of effective risk management practices in organisations with tight operating budgets (e.g. not-for-profit); demonstrated knowledge of compliance practices in a highly regulated environment; skills in internal audit functions within not-for –profit organisations.
2. **Leadership:** capacity to promote the Synod's vision and strategic direction with high integrity and to model its workplace ethos and values; ability to champion the benefits of change; demonstrate initiative and accountability.
3. **Project management:** ability to develop project plans with clearly defined objectives and actions; to regularly communicate with stakeholders and team members; to ensure project objectives are met by anticipating and managing potential and emerging issues; be accountable for the delivery of projects within budget and agreed outcomes.
4. **Team work:** ability to cooperate and work well with others in pursuit of team goals; to collaborate and share information; to show consideration, concern and respect for others' feelings and ideas; to accommodate and thrive in context of others' different working styles; commitment to ensuring a safe workplace for self and others.
5. **Conceptual and analytical thinking:** ability to deal with concepts and complexity comfortably; to use analytical and conceptual skills to reason through problems; to be creative with ideas; ability to offer innovative solutions to risks and develop and facilitate risk mitigation initiatives.
6. **Attention to detail:** observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.
7. **Influence and negotiation:** capacity to gain agreement to proposals and ideas; to build support for ideas to ensure ownership; ability to use chains of influence to achieve outcomes, and to involve experts or other parties to strengthen a case; ability to communicate, influence and support decision-making.

Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities.

8. **Communication skills:** excellent verbal and written communication skills; ability to confidently convey ideas and information in a clear and interesting way; excellent

interpersonal skills and ability to effectively interact with a diverse range of individuals, groups and committees.

9. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (Culturally and Linguistically Diverse Communities; CALD), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

Applicants may be required to obtain a Working with Children's Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Interstate travel will be required. Ability to work within the UCA Ethos and Synod Workplace Values.

Key accountabilities and activities

Key accountabilities	Key activities
Delivering risk management initiatives and projects	<p>Lead risk management related projects, as directed.</p> <p>Complete risk assessments, monitor and update the risk register and support all review processes.</p> <p>Support the development/review/update of relevant compliance and risk management related frameworks and/or plans.</p> <p>Develop tool, templates and provide education and training to presbyteries and congregations about compliance and the importance of continuous improvement.</p> <p>Collaborate with presbyteries and congregations the Culture of Safety team, Safety team and other compliance related work teams (Synod-based Operations) to build a stronger risk compliance culture across the life of the Synod.</p> <p>Work closely with the Project Manager Congregational Business Support Services to ensure presbyteries and congregations receive integrated and consistent services regard risk management.</p> <p>Assist with the coordination of the internal audit framework.</p>
Providing information and advice	<p>Make recommendations about effective systems, approaches, policies and processes based on contemporary and evidence based research, regarding risk and compliance best practice.</p> <p>Keep up to date with legislative changes and offer accurate information and advice to the Director Risk and Insurance and others as required.</p> <p>Provide advice about the importance of, and ways to, continually improve.</p>
Communicating	Confidently convey ideas and information in a clear and interesting way,

effectively	<p>clearly understanding the target audience and the objectives of any communication. Use feedback to refine communication, and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communications channels to tailor communication to relevant audiences.</p>
Developing and maintaining strong relationships	<p>Work collaboratively with the entities to improve risk and compliance oversight.</p> <p>Develop and maintain effective relationships across the life of the Church, in particular presbyteries and Synod-Operations teams.</p> <p>Maintain effective working relationship with relevant external organisations.</p> <p>Maintain a clear and current understanding of life within presbyteries and congregations to support the improvement of risk management and compliance.</p>
Demonstrating team-work	<p>Openly share insights with others. Maintain effective and respectful relationships.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources.</p> <p>In team decision-making, reflect the vision and mission principles of the Church's <i>Our Vision Statement and Mission Principles</i> and <i>Statements of Intent</i>.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of team work across synod ministries and operations.</p>
Managing self	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p>

Workplace ethos and values

As an employer, we express the ethos of Christianity to love one another, to live justly and to seek the reconciliation and renewal of all creation by respecting ourselves and all whom we serve and employ. We strive to do so by:

- being inclusive
- acting and advocating for a just society
- working for peace and justice in the world
- having an openness to the wisdom of people of other faiths and views
- implementing environmentally sustainable practices.

Our workplace is one that values:

- *justice* (welcomes people speaking for themselves and on behalf of others; hears all voices and contributions; actively removes discrimination)
- *inclusion* (actively fosters diversity and open communication; welcomes different thoughts, ideas and contributions)
- *compassion* (acknowledges and values the whole person; seeks to be responsive to people's need)
- *shared leadership* (works collaboratively; shares knowledge; uses consultative decision-making)
- *respect* (values all people, roles and contributions; creates an environment where we and our work flourish)
- *integrity* (does the right thing for the right reasons; acts ethically with appropriate accountability and transparency; aligns policy and practice; expects honesty from all staff, in their relationships with each other, their external partnerships and with society)
- *wise stewardship* (makes responsible and sustainable use of resources; ensures we have the skills to perform our jobs; provides opportunity for professional development; works collaboratively to utilise our strengths and diverse talents)
- *innovation* (generates ideas and translates them into workplace improvements; reflects on experience and is open to new ways of doing things; values continuous improvement to our work practices and systems).