

<b>Position Title:</b>	Risk Analyst
<b>Location:</b>	Brisbane Head Office
<b>Reporting To:</b>	Risk and Assurance Lead
<b>Level:</b>	4
<b>Duty Statement:</b>	<p>The Risk Analyst supports the Risk and Assurance Lead with the on-going implementation and management of Abt's Entity Risk Management (ERM) Framework across Abt Australia and Abt Britain.</p> <p>The Risk Analyst also supports the Risk and Assurance Lead in the development, implementation, monitoring and continuous improvement of Abt Australia and Abt Britain's compliance framework.</p>
<b>Specific Duties:</b>	<ul style="list-style-type: none"> <li>• Develop and perform risk assessments across a broad range of business areas including but not limited to; corporate compliance, business development, fraud and WHS for Abt Australia and Abt Britain</li> <li>• Perform trend analysis and quality assurance reviews across the risk management system to derive risk insights, improvement opportunities and ensure a consistent application of the ERM framework throughout Abt Australia and Abt Britain</li> <li>• Delivery of on-going risk awareness training activities</li> <li>• Support the ongoing development and continual improvement of the ERM framework</li> <li>• Collaborate with the Internal Assurance Analyst and the Compliance Analyst to ensure integration of frameworks</li> <li>• Supporting the Compliance Analyst and relevant accountable Executive, partner with key stakeholders to develop, implement, monitor, and continuously improve policies, procedures, and processes to ensure compliance with regulatory, contractual and company requirements</li> <li>• Other reasonable duties as required</li> </ul>
<b>Key Requirements:</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience in organisational risk management, compliance, audit, or a similar role</li> <li>• Familiarity with ISO 31000:2018 standard</li> <li>• Exceptional written communication skills with a strong ability to articulate risks and provide high quality reviews and reports</li> <li>• Ability to develop strong stakeholder relationships across the business as well as having a level of cultural awareness</li> <li>• Exceptional problem-solving skills and attention-to-detail to identify risks/threats to the business</li> <li>• Ability to work autonomously where required, and engage a collaborative mentality when working in a team environment</li> <li>• Ability to work concurrently on multiple complex tasks and to respond positively to changing priorities</li> <li>• Experience in international development highly regarded</li> </ul>

<p><b>Abt Associates Values:</b></p>	<p>The incumbent must demonstrate a high level of commitment to following values of Abt Associates:</p> <p><b>Mission.</b></p> <ul style="list-style-type: none"> <li>• I am driven by Abt’s mission to improve the lives of people worldwide.</li> <li>• I contribute directly to and positively affect our financial health to expand our mission and sustainable impact around the world.</li> </ul> <p><b>Excellence.</b></p> <ul style="list-style-type: none"> <li>• I approach my work with discipline and rigor while seeking opportunities for continuous improvement and development.</li> <li>• I set high expectations for myself and others, and take responsibility to coach and teach others.</li> <li>• I will be entrepreneurial and actively pursue innovation, and encourage others to do the same.</li> <li>• I seek to achieve the best outcomes, to maintain Abt’s reputation for excellence, even if the path is uncomfortable.</li> </ul> <p><b>Diversity.</b></p> <ul style="list-style-type: none"> <li>• I value individuals of all races, ethnicities, religions, genders, sexes, sexual orientation and identity, ages, mental and physical abilities, and nationalities.</li> <li>• I actively build a diverse Abt community that collaborates with and reflects those we serve.</li> <li>• I empower and create opportunity, so all voices are heard regardless of background and experiences.</li> </ul> <p><b>Respect.</b></p> <ul style="list-style-type: none"> <li>• I work to earn, build, and sustain trust.</li> <li>• I treat people with respect regardless of their position or their agreement with me.</li> <li>• I consider the impact that my words, actions, and decisions have on others.</li> </ul> <p><b>Integrity.</b></p> <ul style="list-style-type: none"> <li>• I do the right thing, even when no one is looking.</li> <li>• I am accountable for my choices and actions, and I honor my commitments.</li> <li>• I seek to understand and learn from mistakes.</li> </ul> <p><b>Balance.</b></p> <ul style="list-style-type: none"> <li>• I can flex when I work, where I work, or how I work to meet both personal and professional commitments.</li> <li>• I contribute to an environment where my colleagues can experience balance.</li> <li>• I must balance all of Abt’s stakeholders’ interests in my decision making.</li> </ul>
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<b>Core Competencies:</b>	<ul style="list-style-type: none"><li>• Delivers results</li><li>• Builds internal and external customer satisfaction and loyalty</li><li>• Communicates</li><li>• Sets vision and direction</li><li>• Demonstrates sound financial and business-related practices</li><li>• Builds teams and cooperation</li><li>• Promotes technical excellence and quality</li><li>• Promotes diversity</li><li>• Acts as a role model.</li></ul>
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