

Role Description

Manager, Governance, Risk & Compliance



Cluster	NSW Health
Agency	Cancer Institute NSW
Division	Corporate Services
Location	Australian Technology Park
Classification/Grade/Band	Health Manager Level 4
Kind of Employment	Ongoing
ANZSCO Code	132111 or 132411
Role Number	TBA
PCAT Code	22155292
Date of Approval	March 2019
Agency Website	www.cancer.nsw.gov.au

Overview

The Cancer Institute NSW is Australia's first statewide cancer control agency, established to lessen the impact of cancer in NSW. The Institute supports and promotes best practice; working to ensure people across the state, no matter where they live, are provided the same high quality treatment and care that is vital to optimising the outcomes and quality of life for people diagnosed with cancer.

Driven by the purpose and objectives of the NSW Cancer Plan, the Institute continuously works to:

- reduce the incidence of cancer
- increase the survival rate for people with cancer
- improve the quality of life of people living with cancer
- provide a source of expertise on cancer control for the government, health service providers, medical researchers and the general community.

In order to achieve this, the Institute engages with the community, health professionals, researchers, governments and charity organisations to:

- provide information, resources and advice about preventing cancer
- promote the importance of early detection through cancer screening programs and community awareness
- provide grants that build research capacity and foster innovation in, and translation of, cancer research into improved cancer outcomes
- maintain quality information repositories about cancer in NSW to inform future policy and health planning
- establish partnerships with cancer healthcare professionals to develop and evaluate programs to improve the quality of cancer treatment and care in NSW.

Primary purpose of the role

To provide oversight and management of the governance, compliance and risk assessment frameworks for the Cancer Institute NSW, and foster a risk intelligent organisational culture that supports performance improvement through innovation, governance and best practice. The position is also responsible for managing an internal audit function, providing independent and objective advice and information to the executive team, and ensuring the Cancer Institute NSW meets its relevant corporate governance, risk management, compliance and statutory obligations.

Key accountabilities

- Provide expert advice on corporate governance, compliance and risk management to the Executive, Audit and Risk Committee and the Board.
- Maintain robust and best practice enterprise risk management frameworks in accordance with risk management principles and standards, and continue to embed risk management best practice across the organisation.
- Maintain policies and procedures to provide Cancer Institute NSW with the sound corporate governance and enterprise risk management structures necessary to meet statutory and NSW Health requirements, compliance with government policy, and ensure strong and transparent management accountability.
- Develop and complete an annual risk based internal audit program that ensures regular assessment of the adequacy and effectiveness of the Cancer Institute NSW systems of controls and provide the greatest degree of accountability and assurance for consideration by the Chief Executive Officer and Audit & Risk Committee.
- Provide oversight and management of the internal audit provider, ensuring the agreed annual plan is delivered effectively, and that audit methodologies are appropriate and meet professional standards. This includes researching new audit methodologies and techniques to improve the effectiveness and efficiency of the internal audit practice at Cancer Institute NSW.
- Provide oversight and management of the implementation of recommendations coming from the internal audit program, including regular status and quality reporting to the Audit and Risk Committee.
- In conjunction with the Chief Operating Officer and Financial Controller, provide support to the Audit and Risk Committee, including the preparation of Agendas and papers for the meetings, and active management of actions coming from meetings.
- Provide expert advice and information to stakeholders on emerging governance issues, negotiate and manage stakeholder relationships, presenting recommendations to support program delivery in line with established plans, budgets, timeframes, policy objectives and other program priorities.
- Provide oversight and management of the organisations risk management system- Risk Man, including providing ongoing training and capability development of Cancer Institute NSW staff in use of system.
- Continue to develop the capability of Risk Man as a risk management and reporting system.
- Continue to develop risk management capability across the organisation through working with identified risk champions and strengthening the Risk Management Community of Practice.
- Provide oversight and management of organisational compliance requirements, including regular compliance reporting and active engagement with business units on relevant compliance, legal and policy updates.

- Act as Public Interest Disclosures Coordinator for the Cancer Institute NSW

Key challenges

- Influencing and driving improvements in all areas of governance, risk management, compliance and internal audit in a large diverse environment.
- Rapidly understand and analyse new and complex corporate governance issues and provide well considered and sophisticated advice.
- Managing a high volume workload in a high-pressure, challenging and dynamic work environment.
- Maintaining a strong grasp of developments, events and issues across the very large and complex NSW Health system.

Key relationships

Who	Why
Internal	
Chief Operating Officer	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned tasks and provide advice on escalating issues. • Ensure work is aligned with current priorities.
Executive Officer	<ul style="list-style-type: none"> • Work collaboratively with to ensure Institute staff are aware of and met legislative and policy compliance obligations.
Corporate Services Division	<ul style="list-style-type: none"> • Work collaboratively across the team to ensure delivery of quality outcomes and to play an active role in the Cancer Institute NSW governance environment. • Participate in team meetings and discussions to contribute to team priorities.
Management and staff within the Cancer Institute NSW	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to liaise, consult, engage and/or participate on risk based and governance frameworks for implementation across the Cancer Institute NSW.
External	
Audit and Risk Committee	<ul style="list-style-type: none"> • Provide support to the functions of the Audit and Risk Committee.
Governance and risk management contacts within NSW Health	<ul style="list-style-type: none"> • Consult and advise on corporate governance and risk management policy, reporting and activity. • Facilitate sharing of expertise and the development of resources to enhance risk management practices across NSW Health.
Internal Audit Service Provider	<ul style="list-style-type: none"> • Develop and maintain effective and strategic working relationships and open channels of communication to ensure the development, management and delivery of a robust annual internal audit program.

Who	Why
External Risk Experts	<ul style="list-style-type: none"> Leverage expert advice to drive better business outcomes through world class risk management.
Other NSW Government contacts	<ul style="list-style-type: none"> Research and respond to requests for information and to contribute toward NSW Government programs, where appropriate

Role dimensions

The role is fully accountable, for the accuracy, validity and integrity of the content of advice provided and work performed. The decision making required of the role relates to:

Decision making

- Makes operational decisions regarding the planning and organisation of their work to achieve agreed business objectives and performance criteria, within approved work and program plans.
- Is an authoritative source of advice for internal and external stakeholders on corporate governance and risk management policy matters, and their integration with the business needs of Cancer Institute NSW.
- Exercises discretion and judgement in providing advice and responding to enquiries and correspondence; escalating any contentious issues to the Chief Operating Officer

Reporting line

The Manager, Governance, Risk & Compliance reports to the Chief Operating Officer.

Direct reports

The Manager, Governance, Risk & Compliance has no direct reports.

Budget/Expenditure

N/A

Essential requirements

- Demonstrated extensive experience in leading corporate governance, risk management and compliance functions in a large and diverse environment, including relevant qualifications or equivalent
- Proven ability to analyse and interpret complex information from numerous sources, proactively prepare and present analysis and formulate strategic, business-focused solutions at an Executive and Board level.
- Demonstrated ability to interpret and apply relevant legislation and an understanding of the workings of government processes and systems, including policy and statutory requirements.
- Demonstrated experience working in a high volume and demanding professional environment with a capacity to prioritise, multi-task, achieve business goals, and work with a customer focused approach.
- Demonstrated high level communication skills, both written and verbal, and a proven ability to liaise, negotiate, consult and influence senior stakeholders at the Executive and Board level.
- Experience in applying contemporary audit methodologies/techniques and managing audit teams.




Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermeditate
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Intermeidate
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> • Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer- focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes.
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> • Understand the links between the business unit, organisation • and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high levels of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks