Role Description
Risk and Compliance Business Partner

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Financial Operations Group / Audit & Risk
Location	Sydney CBD
Classification/Grade/Band	11/12
Kind of Employment	Ongoing
ANZSCO Code	221214
PCAT Code	TBC
Date of Approval	10 October 2019
Agency Website	https://www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: https://www.treasury.nsw.gov.au (Refer to "About Treasury" and "Our Treasury Team").

The **Audit & Risk Team** exists as an integral part of good management practice and an essential element of good corporate governance. The aim of risk management is not merely eliminating the risks preventing us from achieving our objectives - which includes seizing opportunities - but ensuring that risks are identified, assessed, mitigated to an acceptable level and continually monitored.

Primary purpose of the role

The **Risk and Compliance Business Partner** provides analysis, manages and reports on the implementation and findings on NSW Treasury's risk management and compliance frameworks. These are designed to support Treasury's decision making, align to strategic goals, achieve our objectives and ensure compliance with relevant legislation and statutory requirements. The role entails extensive stakeholder management with a diverse range of leaders across the business, preparing dashboards and other presentations for senior management, application of technical expertise and plays a pivotal role in the identification, assessment and mitigation of strategic, operational and project risk.

Key accountabilities

- Build and maintain strong relationships with stakeholders to ensure the risk management and compliance frameworks are fit for purpose, supports decision making and the achievement of strategic goals.
- Facilitate enterprise risk management, with a strong focus on strategic and operational risk management within NSW Treasury to ensure appropriate business ownership of risk management with effective oversight by the Executive Leadership Team.

- Provide effective analysis on the key areas of risk within the Treasury cluster. Prepare and present dashboards to stakeholders including senior leaders across business, with the risks identified in a succinct and coherent manner.
- Mature and embed the strategic framework underpinning NSW Treasury's risk management and governance policies and practices including integrating contemporary approaches and best practice.
- Implement NSW Treasury's risk management strategies and associated policies and enterprise risk management system; monitor and report on performance and compliance to ensure legal/statutory, public service and ethical obligations are met, ensuring alignment with relevant legislative requirements, public sector policies and NSW Treasury's strategic goals.
- Further develop and implement effective risk management processes across Treasury including risk and control assessment, key risk indicator monitoring and reporting, risk event management and ensure that staff have the appropriate tools, templates, techniques and business partner support to implement effective risk management.
- Provide timely, expert, authoritative and strategic advice and professional support to the Chief Audit & Risk Officer on appropriate courses of action to set the correct tone to enhance a risk culture.
- Promote and support the Treasury-wide risk management and business continuity networks and communications, facilitate training of the risk management and compliance frameworks.
- Maintain and further develop the risk, compliance and assurance software system (Protecht) including register design and reporting.

Key challenges

- Addressing and resolving complex problems, issues and challenges associated with risk management, compliance and business continuity processes including developing appropriate solutions and interventions in an environment where there is a lack of precedent.
- Understanding a diverse range of business functions to devise innovative measures to integrate with both legislative requirements and the delivery of strategic Government policy initiatives by NSW Treasury.
- Understanding the complexity of regulatory and government policies.

Key relationships

Who	Why
Internal	
Chief Audit & Risk Officer	• Receive guidance and professional support, provide expert risk and compliance advice and exchange information
Chief Financial and Operations Operator	• Manager one removed. Provide advice and updates on the Risk and Compliance function in the absence of the Chief Audit & Risk Officer
Treasury Business Leads	• Provide risk and compliance advice based on extensive analysis, support and training to implement the risk management and compliance frameworks and day-to-day risk management and compliance activities
External	
Audit & Risk Committee	• Assist independent members discharge their risk responsibilities through the provision of quality risk and compliance reporting
Audit Office	• Provide advice on risk and compliance issues and fraud event management.

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Who	Why
Outsourced Internal Audit providers	• Provide advice on strategic, project and operational risk management and work collaboratively to identify areas where control environment requires strengthening

Role dimensions

Decision making

The Risk and Compliance Business Partner is fully accountable for the quality, integrity and accuracy of specialist risk, compliance and business continuity advice provided. The role primarily provides this advice to the Chief Audit & Risk Officer, management and staff. The Risk and Compliance Business Partner assists the Chief Audit &Risk Officer to partner with the business to embed risk and compliance processes and provide oversight/challenge on its risk management activities. To enable this, the Risk and Compliance Business Partner assists the Chief Audit &Risk Officer to implement and maintain fit for purpose risk management and compliance frameworks.

Reporting line

This role reports to the Chief Audit &Risk Officer, who is a member of the Extended Leadership Team, and an attendee at the Treasury Audit & Risk Committee and Sector-wide Audit and Risk Leadership Committee.

Direct reports

Not Applicable.

Budget/Expenditure

Not Applicable.

Essential requirements

- Relevant tertiary qualifications and extensive work experience in risk management, compliance and business continuity
- Demonstrated risk management knowledge and experience in financial/reputation risk management strategies
- Strong communication skills with an ability to flex style according to the relevant stakeholder
- Experience and/or detailed understanding of the NSW Public Sector including the related risk management policies and requirements is desirable
- Technical expertise in developing risks tools and resources, managing risk software systems including liaising with risk software Analysts to deliver business requirements and User Acceptance Testing (desirable to have experience in the Protecht system).

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

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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**
Act with Integrity Personal Attributes	Advanced	• 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
Manage Self Personal Attributes	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Work Collaboratively Relationships	Advanced	• Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Think and Solve Problems Results	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Demonstrate Accountability Results	Advanced	• Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks

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Group and Capability	Level	Behavioural Indicators
		• Incorporate sound risk management principles and strategies into business planning
Project Management Business Enablers	Adept	• 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
Inspire Direction and Purpose People Management	Adept	• Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation • Translate broad goals into operational needs and explain the links for the team • Link team performance goals to team/unit goals to ensure implementation of government policy • Ensure team objectives and outcomes lead to implementation of government policy • Recognise and acknowledge high individual/team performance
Manage Reform and Change People Management	Adept	• Actively promote change processes to staff and participate in the communication of change initiatives across the organisation • Provide guidance, coaching and direction to others managing uncertainty and change • Engage staff in change processes and provide clear guidance, coaching and support • Identify cultural barriers to change and implement strategies to address these

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