

# Role Description

## Corporate Governance & Risk Officer



Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Capability Performance & Youth Command, Governance Command
Location	Parramatta
Classification/Grade/Band	Clerk 7/8
ANZSCO Code	132411
PCAT Code	1221312
NSWPF Role Number	RD-821
Date of Approval	21/06/2022
Agency Website	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>

### Agency overview

The NSW Police Force (NSWPF) vision is for *A Safer New South Wales*, which is achieved by police working with the community to prevent, disrupt and respond to crime.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 17,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

## Primary purpose of the role

To coordinate appropriate governance and, risk systems which contribute to effective governance, risk and compliance systems across NSWPF, assess the effectiveness of the governance and risk systems and provide advice regarding their improvement.

## Key accountabilities

- Support the Chief Risk Officer in the delivery of proactive risk recognition and assurance advice including analysing and assessing corporate risks.
- Review, assess and develop strategies for the improvement of the overall enterprise risk management process for the organisation
- Oversight and conduct risk assessments, which involves analysing risks as well as identifying describing and estimating the risks affecting the business.
- Support the development and maintenance of the organisation's risk appetite and risk tolerance levels to establish boundaries on how much risk the NSWPF is prepared to accept to achieve its strategic objectives.
- Provide continuous support to risk owners {Commanders, Managers and other key stakeholders} in the ongoing management review and improve of controls relating to the risk and implement appropriate strategies to improve performance.
- Develop and implement management plans to deal with risks and potential emerging issues from targeted investigations and command performance.
- Oversight the development of Business Continuity planning and testing for the organisation meeting the needs of the field and business units.

## Key challenges

- Maintain sound knowledge and understanding of organisational risks, current and emerging trends, organisational policies and legislative changes, and communicate these changes to the relevant stakeholders.
- Assist the Chief Risk Officer in the delivery of proactive risk recognition and assurance advice
- Adapt risk management strategies to accommodate emerging organisational systems.

## Key relationships

Who	Why
<b>Internal*</b>	
Commander	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making regarding projects and issues</li> <li>• Escalate issues and propose solutions</li> <li>• Receive guidance and provide regular updates on projects, issues and priorities</li> </ul>
Inspectors/Managers	<ul style="list-style-type: none"> <li>• Support team members and work collaboratively to contribute to achieving team outcomes</li> <li>• Provide advice and contribute to decision making</li> <li>• Escalate sensitive or complex issues</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>• Exchange information and respond to enquiries</li> <li>• Provide advice and guidance to enable outcomes/resolutions and negotiations to ensure compliance with legislation and policies</li> </ul>
External	
External Stakeholders	<ul style="list-style-type: none"> <li>• Resolve issues and escalate where necessary</li> <li>• Provide advice and guidance to enable outcomes/resolutions and negotiations to ensure compliance with legislation and policies</li> <li>• Exchange information and respond to enquiries</li> </ul>

## Role dimensions

### Decision making

This role has autonomy to make decisions regarding the prioritisation of the daily tasks, preparation of advice and reports and support Governance, Risk & Compliance (GRC) Policy and principles and recommend action and deliverables around risk mitigation and best practices.

### Reporting line

- Manager - Inspector

### Direct reports

- Nil

### Budget/Expenditure

- Nil

## Key knowledge and experience

- Understanding of government directions (TPP20-08), organisational policies and relevant legislation.
- Understanding the components of enterprise risk management framework and involved in the implementation and integration in an organisation
- Prior involvement in the assessment of controls relating to enterprise risks and engagement with risk owners on improvements

## Essential requirements

- Obtain and maintain the requisite security clearances for this position
- Well-developed organising skills and a demonstrated ability to work in a high pressure, high volume environment with tight deadlines.
- Appropriate tertiary qualifications or equivalent experience in a relevant field

## Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.


## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
 <b>Personal Attributes</b>	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback and advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Remain composed and calm under pressure and in challenging situations</li> </ul>	Adept
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Value Diversity and Inclusion</b> Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<ul style="list-style-type: none"> <li>• Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs</li> <li>• Seek participation from others who may have different backgrounds, perspectives and needs</li> <li>• Be open to different perspectives and experiences in generating ideas and solving problems</li> <li>• Adapt well in diverse environments</li> <li>• Respond constructively to feedback regarding observations of bias in language or behaviour</li> </ul>	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>Encourage a culture that recognises the value of collaboration</li> <li>Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>Share lessons learned across teams and units</li> <li>Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept
 Results	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> <li>Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>Evaluate outcomes and adjust future plans accordingly</li> </ul>	Adept
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>Research and analyse information to make recommendations based on relevant evidence</li> <li>Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>	Intermediate

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

## Version Control

Version	Summary of Changes	Date
V1.0	New Role Description created for new role (Approved 6.7.2021)	31.05.2021
V1.1	Change Title (from Corporate Risk & Compliance Officer), change Primary Purpose, Key account – NEW HAY Req	21.03.2022

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
51293615	CPYC						