

# YMCA NSW POSITION DESCRIPTION



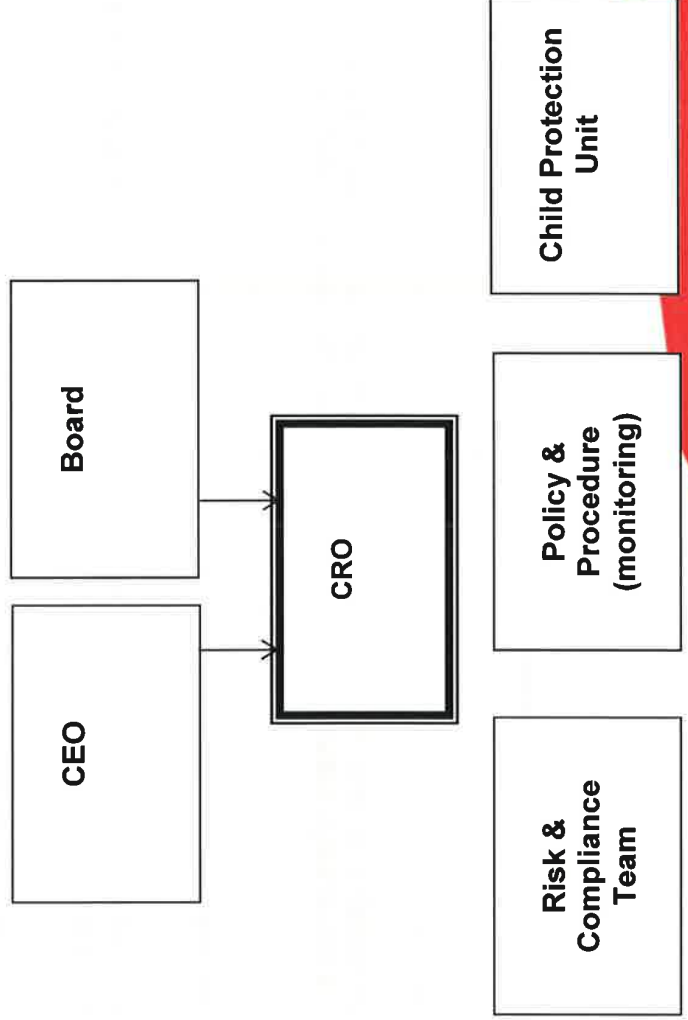
<b>Job Title:</b>	<b>Chief Risk Officer</b>
<b>Reporting To:</b>	<b>CEO and Board of Directors</b>
<b>Responsible for:</b>	Lead and monitor the risk identification and assessment process for the organisation involving the identification and mitigation of operational and strategic risk in line with regulations and the Organisation's strategic imperatives.
<b>YMCA Vision:</b>	Healthier, happier and connected communities.
<b>YMCA Purpose:</b>	We provide pathways for healthy living, children and young people to be empowered and supported to reach their potential, and access and participation.
<b>YMCA Core Values:</b>	Honesty   Respect   Caring   Responsibility   Safety
<b>Commitment to Child Protection:</b>	<p>YMCA NSW, including its Board of Directors, commits to creating and maintaining an environment that ensures all people involved in YMCA NSW activities, programs or services act in the best interests of children, young people and vulnerable adults, and take all reasonable steps to ensure their safety, welfare and wellbeing. There is a requirement for all YMCA NSW employees, volunteers (including its Board of Directors), student placements, consultants and contractors, affiliated associations, clients, parents, guardians, families and others associated with the YMCA NSW to understand the important responsibility they have to:</p> <ul style="list-style-type: none"><li>• Protect children, young people and vulnerable adults from all forms of abuse, bullying and exploitation by our people;</li><li>• Be alert to incidents of abuse and neglect occurring outside the scope of our operations and services that may have an impact on the children, young people and vulnerable adults to whom we provide a service; and</li><li>• Create and maintain a safe culture that is understood, endorsed and put into action by all the individuals who work for, volunteer or access our programs and services.</li></ul> <p><b><i>“if you see something, say something”</i></b></p>



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<b>Position Purpose:</b>	<ul style="list-style-type: none"> <li>-Develop a compliant Enterprise Risk Management Framework inclusive of tools, practices, and policies to drive a risk management culture in line with YMCA NSW values and strategic priorities.</li> <li>-Oversee all Operational risk management and Safeguarding and Policy activities of the organisation.</li> <li>-Take responsible for Insurances and organisational Business Continuity Planning.</li> </ul>
<b>Key Challenges:</b>	<ul style="list-style-type: none"> <li>Ability to respond to risk issues promptly and effectively</li> <li>Achievement of outcomes in a complex environment</li> <li>Dual reporting lines to Board and Chief Executive Officer</li> <li>Effective relationship management both internally and externally</li> <li>Embedding a Child Safe Culture in a diverse environment</li> </ul>
<b>Key Result Areas:</b>	<ul style="list-style-type: none"> <li>Enterprise Risk Management Framework</li> <li>Child Safe Organisation</li> <li>Financial, Policy Framework and KPI Management</li> <li>Leadership</li> </ul>

**A. ORGANISATION CHART**





**B. JOB REQUIREMENTS (What are the key activities for the role?)**

<b>Key Result Area 1</b>	Enterprise Risk Management (ERM) Framework
<b>Key Tasks:</b>	<b>Job holder is successful when:</b>
<ul style="list-style-type: none"> <li>Develop, implement and continuously improve a consistent ERM framework to be applied across all areas including the Board, support services and business units.</li> <li>Lead the adoption of the organisation-wide risk management program; integrate consideration of risk into strategic decision-making.</li> <li>Identify the key risk areas for the organisation, evaluate, quantify their potential impact and facilitate process improvements and implementation initiatives</li> <li>Direct accountability for structuring risk management policy and monitoring of the risk appetite &amp; tolerance of organisation</li> <li>Manage and develop a comprehensive process for assessing, identifying, monitoring and reducing pertinent business risks that could interfere with the organisations objectives and goals.</li> </ul>	<ul style="list-style-type: none"> <li>Effective Risk Management Framework is in place, reflecting the organisations strategic direction.</li> <li>Organisation wide risks are identified and appropriate mitigation strategies are in place</li> <li>Risk Management Framework is adopted by the organisation.</li> <li>Risk Management Policy in place</li> <li>Risk awareness behaviours and actions evident throughout the organisation</li> <li>Scheduled internal audits of operational risk matters drive improvement</li> </ul>
<b>Key Result Area 2</b>	Child Safe Organisation
<b>Key Tasks:</b>	<b>Job holder is successful when:</b>
<ul style="list-style-type: none"> <li>Lead the Child Protection Unit to ensure incidents are managed in accordance with legislation and policy</li> <li>Monitor the organisation's Safeguarding framework</li> <li>Ensure external reporting requirements are met</li> <li>Establish and maintain positive relationships with external agencies and key stakeholders</li> <li>Act as YMCA NSW's Australian Childhood Foundation (ACF) Safeguarding Children Program Coordinator, which is the key contact for:</li> </ul>	<ul style="list-style-type: none"> <li>All Safeguarding incidents are managed in a timely manner</li> <li>The YMCA NSW is recognised as a child safe environment</li> <li>Compliance with relevant legislative requirements</li> <li>YMCA NSW develops a reputation as a thought leader in Safeguarding</li> <li>Successful periodic reviews and self assessment is</li> </ul>



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<ul style="list-style-type: none"> <li>queries, comments or concerns raised by personnel, parents or other external parties in relation to the ACF Safeguarding Children Program, or to any aspect of your organisation's approach to safeguarding children and young people from abuse and neglect</li> <li>communication between your organisation and ACF in relation to the ACF Safeguarding Children Program</li> <li>ensuring appropriate review of, and, if necessary, updating policies, procedures, resources or training associated with your organisation's approach to safeguarding children and young people from abuse and neglect, especially after:             <ul style="list-style-type: none"> <li>any major organisational or legislative change</li> <li>an incident related to child abuse or neglect, or any indication of the need for review or improvement</li> <li>periodic reviews to ensure continuous improvement in your organisation's approach to safeguarding children</li> <li>periodic self-assessment of compliance with requirements of the ACF Safeguarding Children Program</li> </ul> </li> </ul>	<p>carried out for the ACF Safeguarding Children program</p>		
<table border="1"> <tr> <td data-bbox="928 1527 997 2067"> <p><b>Key Result Area 3</b>  <b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>Establish annual Risk and Compliance budgets and relevant KPIs</li> <li>Budget performance reviewed monthly and corrective action taken expeditiously</li> <li>Prepare financial reports</li> <li>Monitor Organisational Policy Framework</li> </ul> </td> <td data-bbox="997 1527 1420 2067"> <p>Financial Management, Policy Framework, Planning and Reporting</p> <p><b>Job holder is successful when:</b></p> <ul style="list-style-type: none"> <li>Budget approved by the CEO and is tracking to plan</li> <li>Reliable, relevant and regular reporting on budget including achievement of balanced scorecard measures</li> <li>Financial reporting is recognized as high quality and timely</li> <li>Policy owners review, update and communicate Policy in line with legislation, organisation changes and priorities</li> </ul> </td> </tr> </table>		<p><b>Key Result Area 3</b>  <b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>Establish annual Risk and Compliance budgets and relevant KPIs</li> <li>Budget performance reviewed monthly and corrective action taken expeditiously</li> <li>Prepare financial reports</li> <li>Monitor Organisational Policy Framework</li> </ul>	<p>Financial Management, Policy Framework, Planning and Reporting</p> <p><b>Job holder is successful when:</b></p> <ul style="list-style-type: none"> <li>Budget approved by the CEO and is tracking to plan</li> <li>Reliable, relevant and regular reporting on budget including achievement of balanced scorecard measures</li> <li>Financial reporting is recognized as high quality and timely</li> <li>Policy owners review, update and communicate Policy in line with legislation, organisation changes and priorities</li> </ul>
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Key Result Area 4	Leadership
<b>Key Tasks:</b>	<b>Job holder is successful when:</b>
<ul style="list-style-type: none"> <li>• Active participation in the Executive Leadership Team of the Organisation</li> <li>• Representation of risk matters at the governance level</li> <li>• Set the Leadership standard for all functions/roles/people in the team reflecting YMCA NSW mission and values</li> <li>• Champion the implementation of change initiatives</li> <li>• Oversee and ensure the participation of management and staff in performances development, learning and development and adherence to required HR policy and procedure</li> <li>• Implement decision-making processes which ensure the achievement of appropriate objectives and outcomes through effective devolvement of responsibilities, accountabilities and authority</li> </ul>	<ul style="list-style-type: none"> <li>• Builds effective relationships with peers to support their risk management knowledge and behavior</li> <li>• Contributes to development and delivery of the Organisations strategic plan</li> <li>• Positively, professionally and accurately represents the leadership team and the organisation at Board Meetings</li> <li>• Management and staff participate in HR initiatives and comply with YMCA NSW policies and procedures</li> <li>• Employees in the functional area have the competencies to provide highly effective and efficient service</li> <li>• Employees engage in Performance Framework processes</li> </ul>

**C. PURPOSE AND VALUES REQUIREMENTS**

Core Area of Responsibility	Purpose and Values
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>• Actively support YMCA NSW's purpose and values</li> <li>• Operate in line with YMCA NSW Standards of Conduct, policies and procedures</li> <li>• Ensure the health, safety and welfare of self and others</li> <li>• Follow reasonable directions given by the organisation in relation to Work Health and Safety</li> <li>• Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behavior at all times</li> <li>• Report any suspicions, concerns, allegations or disclosures of alleged abuse to management</li> <li>• Maintain valid Working with Children Check (NSW) or Working with Vulnerable People Check (ACT)</li> <li>• Undergo periodic criminal records checks and report to your manager any criminal charges or convictions recorded during the course of your employment/volunteering</li> </ul>	



- Positively and constructively represent our organisation to external contacts at all opportunities.
- Maintain essential qualifications

**D. RECRUITMENT INFORMATION (The essential knowledge, experience, skills and personal attributes required for the job)****Work Environment**

- This position is required to perform physical duties and undertake repetitive manual tasks, hence a reasonable level of fitness and good manual handling techniques are inherent requirements of this position. **See Appendix 1**

**Competencies**

- Skilled communicator/ strong interpersonal skills and demonstrated leadership qualities
- Team orientation
- Decision maker and critical thinker
- Energetic and self-driven
- Results orientated
- Assertive and confident
- Alignment with the YMCA NSW values and mission

**Experience**

- Risk Leader with experience in working with a Board of Directors
- Relies on extensive experience and judgment to plan and accomplish goals
- Strategic commercial risk
- Project management skills
- Excellent verbal, written and presentation skills
- Leading a team of professionals
- Data analysis and interpretation to support Senior Management to fully appreciate risks
- Knowledge of key regulatory challenges in company and exposure in multiple domains

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**E. APPROVAL**

<b>Manager's Name:</b>	<i>LEISA HART</i>	<b>Manager's Signature:</b>	<i>[Signature]</i>	<b>Date:</b>	<i>4/7/16</i>
<b>Employee Name:</b>	<i>L. Giacomelli</i>	<b>Employee Signature:</b>	<i>[Signature]</i>	<b>Date:</b>	<i>5/7/16</i>

