



SOUTH AUSTRALIA POLICE
SAFER COMMUNITIES

EXECUTIVE ROLE STATEMENT

JOB TITLE: Director, Risk and Assurance

CLASSIFICATION: SAES 1

AGENCY: South Australia Police

SERVICE: Governance & Capability Service

REPORTS TO:

Assistant Commissioner, Governance & Capability Service

ROLES REPORTING TO THIS ROLE:

- 4 x Senior Sergeants (Auditor)
- 1 x ASO7 - Senior Financial Auditor

ORGANISATIONAL CONTEXT:

As a policing service, South Australia Police (SAPOL) is accountable to the community it serves, responsible for upholding the law, preserving peace, preventing crime and assisting the public and responding to emergency situations. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder and early intervention through crime reduction programs. SAPOL is a large, complex agency providing services 24 hours a day across the State of South Australia.

ORGANISATIONAL ENVIRONMENT:

Governance and Capability Service supports the Commissioner of Police in the discharge of their responsibility to control and manage SAPOL by ensuring there is appropriate organisational governance arrangements in place to meet community expectations and legislative requirements. The Service is responsible for anticipating and responding to the demand for policing services; improving access to and the use of, information; performance reporting to the SAPOL executive, government and the public; driving performance policy and strategy development; supporting legislative reform and identifying and addressing emerging issues.

The Service leads in supporting strategic thinking, determining strategic objectives and fulfilling the organisation's vision and values in driving SAPOL performance.

The Service comprises of the following areas:

- Service Coordination Branch
- Commissioner's Support Branch
- Office of the General Counsel
- Ethical & Professional Standards Branch
- Communication & Engagement Branch

ROLE PURPOSE:

The Director, Risk & Assurance will lead, advise and coordinate the management of SAPOL's Risk Management Portfolio and Framework, to enable an appropriate, consistent and robust governance approach, through the provision of assurance that risk management processes and internal control environments are effective and operating as designed.

KEY OUTCOMES:

- Provide technical leadership, processes and tools to successfully implement and manage SAPOL's strategic and operational audit & risk portfolio
- Implementation of SAPOL's risk management framework, strategy and risk profile
- Support the business to detect potential threats to reputation, financial sustainability, operational efficiency, and workforce safety to fully develop a shared understanding for SAPOL's risk exposure
- Direct and coordinate the delivery of regular audit and risk analysis reports to the Executive Leadership Team and Risk & Performance Committee, complete with actionable plans for avoidance or prevention of possible threats at all levels
- Develop, manage and review the implementation of the Audit Plan and associated audit strategies
- Deliver a structured and strategic audit program to provide independent, risk management based and compliance audits
- Lead the development and implementation of Business Continuity Management capability across SAPOL
- Actively contribute and participate in discussions, and provide advice to the Assistant Commissioner, Governance & Capability Service in relation to risk management, risk tolerance and risk appetite
- Act as a risk and compliance advocate, influencing and managing stakeholder relationships, providing expert advice and information on emerging governance issues
- Communicate expectations and obligations to Senior Executives and managers
- Providing governance, risk assessment and assurance advice to the Executive Leadership Team
- Establish and manage SAPOL's Risk Register and Risk Dashboard
- Ensure audit plans are targeted against higher risk areas and key operational and business systems
- Monitor and report on performance to improve SAPOL's strategic and operational risk portfolio including risk treatment plans
- Establish professional networks and relationships across other agencies to maintain currency of issues and collaborate on common responses to emerging and / or developing issues
- Manage projects as delegated by the Assistant Commissioner, Governance & Capability Service
- Maintain contemporary knowledge of industry audit and risk management Standards and frameworks
- Align risk management strategies and practices with the South Australian Government's Risk Management Policy Statement 2009, Treasurer's Instructions and AS/NZ 31000:2018 Risk Management Guidelines

<p>KEY RELATIONSHIPS / INTERACTIONS:</p> <ul style="list-style-type: none"> • The position requires a close working relationship with SAPOL’s Executive Leadership Team • Lead, guide and support all risk team members • Effective working relationships within SAPOL and across the public sector • Represents SAPOL across relevant portfolio issues within government and jurisdictional committees 	<p>SPECIAL CONDITIONS:</p> <ul style="list-style-type: none"> • Out of hours work may be required • Inter and Intra-State travel may be required • Employment is dependent upon satisfactory security clearance • Information on a person’s criminal history and other associated probity checks will be undertaken prior to appointment • Abide by the professional conduct standards in the Code of Ethics for the South Australian Public Sector, relevant legislation and SAPOL policies and procedures
<p>KEY BUDGETARY RESPONSIBILITIES:</p> <p>Estimated recurrent expenditure: \$990k</p>	<p>Financial Delegations:</p> <p>Purchase Authority: \$33k</p> <p>Service Contracts: \$33k</p>
<p>TECHNICAL KNOWLEDGE AND EXPERIENCE:</p> <ul style="list-style-type: none"> • Demonstrated high level of knowledge and competence in: <ul style="list-style-type: none"> ➤ identifying opportunities for improving business delivery and the implementation of change and continuous improvement frameworks ➤ implementing and evaluating Risk Management protocols that meet or exceed expected requirements ➤ present and emerging trends relating to economic, industrial, legal, social and cultural environments within South Australia and their impact on the management of SAPOL’s risk portfolio ➤ the exercise of delegated authority in managing financial and human resources to achieve defined objectives and targets set by SAPOL ➤ Interpersonal skills and in forging successful collaborations and building effective working relationships, networks and partnerships 	<p>CORPORATE RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Maintain a commitment to the <i>Public Sector Act 1009</i>, Ethical Conduct and the legislative requirements of the <i>Public Sector Act 2009</i> • Support and advocate for Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintain a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under-represented groups. • Actively participate in SAPOL’s Performance Management Program and achieve performance target that are negotiated and mutually agreed with the Commissioner of Police. For Executive staff, this program is integrated with the Executive Leadership Competency Framework for the SA Public Sector • Represent the agency on internal and external committees and provide advice to the Executive Leadership Team as required

<ul style="list-style-type: none"> ➤ analysing and conceptualising problems, formulating and executing appropriate solutions and negotiating successful outcomes in an innovative and resourceful manner ➤ providing positive leadership in a large and complex organisation in a climate of reform and continuous improvement • Extensive experience in providing strategic advice on managing risk to Senior Managers and Executive staff • Demonstrated high level project management, policy review and research capacity • Ensuring equity in the workplace by complying with legislation and SAPOL policies and adopting management practices which value workplace diversity • Performing duties on Selection Advisory Committees demonstrating a comprehensive knowledge of an commitment to legislation, principles and practices in accordance with the Work Health and Safety Act 2012 and the Equal Opportunity Act 1984 • Ensuring that all personnel under their control are adequately equipped, trained and directed to perform their assigned tasks in as safe a manner as is reasonably practicable and are capable of undertaking those tasks without unnecessary risk to the health of themselves or others 	
<p>DESIRABLE TECHNICAL KNOWLEDGE / EXPERTISE:</p> <ul style="list-style-type: none"> • Tertiary qualifications in relevant discipline and / or equivalent relevant experience • Substantial senior level experience in managing the development and implementation of Risk Management frameworks and strategies 	

<ul style="list-style-type: none">• 5 years+ experience demonstrating specialised knowledge of complex, through conventional methods and techniques• Experience in providing leadership at a professional and operational level	
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SAES SELECTION CRITERIA: CORE COMPETENCIES

Executives are required to demonstrate the behaviours under each of the five core competencies as outlined the South Australian Executive Service (SAES) Competency Framework available at: https://www.publicsector.sa.gov.au/data/assets/pdf_file/0020/211673/SAES-Competency-Framework.pdf