





Aqwest Position Description

Position Title	Coordinator Risk & Compliance
Job Level	7
Business Area	Risk & Compliance
Department	Business Services
Industrial Instrument	Aqwest 2022 Enterprise Agreement
Responsible to	General Manager Business Services
Supervision of	Nil
Primary Location	Water Services Centre, 2 Hayes Street, Bunbury WA 6230

Vision

To be an independent, viable, and competitive water utility in the Western Australian water industry.

Values

 <p>Accountability</p>	 <p>Integrity</p>	 <p>Respect</p>	 <p>Transparency</p>
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Position Overview

To ensure Aqwest's risk management and compliance processes are implemented and adhered to in accordance with legislation and Board policy, and drive compliance and risk awareness across the organisation.

Corporate Responsibilities

Workplace Health & Safety	<p>The employee shall take reasonable care:</p> <ul style="list-style-type: none"> a) To ensure his or her own safety and health at work; and b) To avoid adversely affecting the safety and health of any other person through any act or omission at work. <p>The employee shall:</p> <ul style="list-style-type: none"> a) Comply with all Aqwest policies and procedures; and b) Wear and maintain in suitable condition all personal protective clothing and equipment provided by Aqwest.
Ethical Behaviours	All employees are responsible for adhering to Aqwest's Code of Conduct and the policies and procedures. Participate in activities relevant to the control of fraud and corruption.
Risk Management	Identify and report risks and incidents inherent to duties (or otherwise discovered), utilise risk control measures provided for these risks and suggest improvements in risk control methods.
Records Compliance Statement	Aqwest staff are legally obliged to follow Aqwest's procedures in accordance with Aqwest's Record Keeping Plan and the <i>State Records Act 2000</i> .

Financial Management Compliance	The employee must incur or certify within budget and purchasing authority limits in accordance with Aqwest Policies and Financial Management Procedures. i.e. issuing of orders for various items up to agreed levels in relation to the objectives of the position and the projects for which the position is responsible.
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Key Responsibilities

Risk Management

- Lead the continuous and systematic review of the risk management framework.
- Support the Board and Executive team to identify, categorise, record and treat risk within the organisation.
- Prepare risk and compliance reporting for the Board and relevant Committees.
- Review, maintain and update Aqwest's risk management system (Risk Wizard) including the risk and compliance register.
- Work with staff assigned to ensure the ongoing review and assessment of risks and completion of compliance tasks.
- Ensure risk management plans are reviewed and recommendations implemented.
- Coordinate regular updates of risk management processes.

Compliance

- Monitor Aqwest's continuing compliance with all relevant Commonwealth and State legislative and regulatory requirements.
- Coordinate external compliance reporting.
- Support the organisation in managing its compliance obligations.
- Review and implement key regulatory changes and recommendations.
- Manage, maintain and update Aqwest's Compliance Calendar including monitoring compliance with lodgement obligations and deadlines.
- Coordinate risk and compliance audits.
- Review internal audit findings and validate risks, controls and actions.
- Provide support and guidance to staff in monitoring compliance practices.

General

- Provide staff inductions and training on risk management and compliance as required.
- Participate in the organisation's Strategic Planning process.
- Research, investigate and complete specific projects as directed by the General Manager Business Services.

The duties contained in this Position Description are to be used as a guide for the position.

Qualifications/Certificates/Licences

- Relevant degree qualification.
- C Class Driver's Licence.
- Attendance at industry related seminars and courses.

Selection Criteria

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capability to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

1. Demonstrated experience in a similar role with a good working knowledge of risk and compliance frameworks and processes.
2. Strong problem-solving skills.
3. Project management skills, experience and/or training.
4. Strong interpersonal skills.
5. High attention to detail, facilitation, research and analytical abilities.

Desirable

1. Proficient in the use of Power BI and/or other relevant systems.
2. Highly developed stakeholder management skills.
3. Experience in performing or assisting with internal and/or external audits.
4. Quality management training and/or experience.