

# Position Description



**Position:** Principal Governance and Risk Officer  
**Classification Code:** ASO8  
**Division:** Strategy and Partnerships

## POSITION DESCRIPTION

### Summary of Role:

The Principal Governance and Risk Officer is responsible for leading and maturing Legal Services' enterprise risk management framework including risk appetite alignment, risk assurance methodologies, controls assurance and risk maturity assessment. Operating under broad direction, the role will ensure the organisation is equipped with the culture, strategies, systems and processes to comprehensively address current and emerging risks. Through effective partnership with the business, the Principal Governance and Risk Officer will build and sustain the organisation's ability to deliver its statutory obligations with integrity, transparency, and accountability.

**Reports to:** General Counsel

### Special Conditions:

The employee:

- may be required to undertake some out of hours work.
- may be required to undertake some intra/interstate travel.
- may be required to work at any Legal Services office as required.
- will undergo periodic National Police Clearances and DHS Working with Children Checks.
- is required to comply with the standards outlined in the Code of Ethics for the South Australian Public Sector, relevant legislation, and Legal Services policies and procedures.
- is required to maintain strict confidentiality in accordance with Section 31A of the *Legal Services Commission Act 1977*.
- is required to participate in performance reviews and development programs.
- is required to attend mandatory in-house training and Mandatory Continuing Professional Development.

### Key Responsibilities and Duties:

#### Risk

- Develop, implement and maintain a contemporary enterprise risk management framework including associated policies, systems and processes to ensure compliance with legislation and policy.
- In consultation with Executive, the Audit, Compliance and Risk Committee and internal audit providers, develop, implement and maintain the Annual Internal Audit Plan to monitor audit activity and ensure action is taken to address key risk areas.

- Manage the organisation's strategic and operational risk registers, including undertaking regular reviews and addressing issues in consultation with relevant divisions, to ensure they are up-to-date and in line with the organisation's risk appetite.
- Lead the organisation's business continuity and organisational resilience capability, including testing, scenario planning and continuous improvement activities.
- Support Legal Services' Audit, Compliance and Risk Committee as Executive Officer, including preparation of meeting papers, reports, conduct of meetings, maintaining accurate minutes and ensuring audit findings are actioned within reasonable timeframes.
- Promote a strong risk-aware and accountability-focused culture across the organisation through enforcing and educating on governance and risk policies, procedures, guidelines and frameworks.

### **Governance**

- Develop, implement and drive a comprehensive governance and risk capability strategy that fosters a culture of performance, accountability and transparency and supports Legal Services to build its governance capabilities across all Divisions.
- Lead the organisation's governance advisory capability to support organisational objectives.
- Support organisational accountability and performance monitoring through governance reporting, action tracking and oversight of strategic governance obligations.
- Support organisational integrity, fraud control and ethical governance frameworks consistent with public sector accountability requirements.
- Monitor, review and report on the implementation and outcomes of governance frameworks, adjusting as necessary.
- Monitor and analyse governance and risk management practices to identify trends, risks, and opportunities for improvement, ensuring best practice.
- Prepare and present governance and performance reports to Executive and other relevant stakeholders including the Audit, Compliance and Risk Committee.
- Provide technical advice and support through collaboration with stakeholders to identify and develop plans to address key governance challenges and mitigate critical risks.
- Manage and maintain a policy register and structure which ensures consistency in policy Development, including driving proactive policy reviews with relevant policy owners.

### **General**

- Communicate effectively with persons from a wide range of backgrounds, including differing socio-economic and cultural backgrounds.
- Actively participate and contribute to responsible and safe work practices by complying with WHS legislation, policies and procedures.
- Embrace diversity and cultural differences in the workplace by displaying respectful behaviour in the workplace.

## **PERSON SPECIFICATION**

### **ESSENTIAL REQUIREMENTS**

#### **Educational/Vocational Qualifications:**

- Not applicable

**Personal Abilities/Aptitudes/Skills:**

- Ability to impart knowledge in others to support best practice
- Provides expert professional and technical advice on governance, risk, policy and compliance to support decision making
- Demonstrated ability to influence executives and stakeholders in relation to governance, accountability, risk management and organisational improvement initiatives
- Demonstrated ability to convey politically sensitive, technical and complex information concisely for diverse audiences
- Develops and advances a coherent, long-term view which includes environmental, industry, social and economic perspectives
- Openly shares vision and strategies for achieving vision with all stakeholders
- Demonstrates to Government, customers, stakeholders, staff and community how their view connects to the strategy
- Demonstrated ability to effectively drive and manage change processes in a complex environment
- Influences and persuades others through building positive networks and events in which to create shared understandings
- Develops and implements strategies that influence a broad range of stakeholders with differing viewpoints towards a common position
- Develops and utilises strategic networks

**Experience:**

- Experience in organisational change management with a focus on the development and implementation of frameworks
- Experience in governance and/or risk management program development and delivery
- Extensive experience in corporate governance, including risk management, policy development, control mechanisms and compliance management within the government context of accountability, transparency and integrity
- Strong digital skills and competency in the use of Microsoft Office suite of products, the internet, email correspondence and electronic records management systems

**Knowledge:**

- Extensive and in-depth knowledge and experience in the administration and interpretation of government legislation and policy
- Advanced knowledge of corporate governance requirements and standards, including risk management and internal audit.
- An understanding of Workplace Health and Safety and Equal Opportunity principles.

## DESIRABLE REQUIREMENTS

- Relevant tertiary qualifications and/or equivalent professional experience in governance, law, risk, audit, business or public administration.
- Experience in governance and risk management roles within complex or highly regulated environments.

## Position Description Approval

Approved by:

Signed by:  


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**Delegate**

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**Date**