



Position Title: Manager, Audit and Risk

Department: Governance – CEO Office

New Position

Change to Existing Position

Date:

Reports to (position):

CEO / Manager Board Secretariat

Positions that report to this position:

Complaints Officer

Name of present incumbent (if applicable):

<Name>

PRIMARY PURPOSE OF ROLE: *This should be a summary or 'vision' for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value to , or be required at GRV*

SCOPE: *The scope of work provides information about the larger picture of the position – how it relates to other positions in GRV and to the broader community outside of GRV.*

Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course race goers.

GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.

Our vision is for Greyhound Racing Victoria to become the world's most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria.

FREEDOM TO ACT / DECISION MAKING: *This should outline the extent of the positions scope to act without need for further approval – e.g.*

- *Managing of employees within the company policy and legislative requirements*
- *Define specific objectives for the member of the team within company objectives*
- *Department budget expenditure up to \$20K*
- *Authority to approve timesheets*

Delegated responsibilities as per the delegated authorities list

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Risk Management	<ul style="list-style-type: none"> • <i>Take a lead role in the development and implementation of the GRV Risk Management strategy. Provide advice and assistance to the Leadership Team in implementing effective risk mitigation strategies.</i> • <i>Oversee the risk framework and strategies to ensure the management of risk complies with ISO 3100.</i> <i>Central to this action is working with the Leadership team to ensure that all key risks are identified and the appropriate risk mitigation actions are established and continually re-assessed.</i> • <i>Provide quarterly reporting to the Audit Committee and Board in relation to risk.</i> 	<ul style="list-style-type: none"> • <i>GRV Risk Management Systems in Place and Communicated</i> • <i>Compliance with ISO 31000</i> • <i>Mitigation actions are established for all significant risks.</i>
Internal Audit	<ul style="list-style-type: none"> • <i>Manage the activities of the outsourced Internal Audit function including:</i> <ul style="list-style-type: none"> ○ <i>working with the auditor to identify key risks areas and priorities for review and inclusion in the Strategic and Annual Plans,</i> ○ <i>monitoring the audit coverage ensuring audits address key business risk areas.</i> ○ <i>ensuring audits scopes are appropriate including seeking appropriate managerial input & intelligence</i> ○ <i>identify opportunities to strengthen the audit process including varying the audit strategy and plan as required.</i> ○ <i>ensuring the implementation of actions required as a consequence of agreed Audit recommendations are followed up promptly</i> • <i>Providing guidance to Managers on way to eliminate outstanding audit matters.</i> <ul style="list-style-type: none"> ○ <i>ensuring audits are of the required standard</i> • <i>GRV is providing adequate resources to the audit plan in line with the level of risk</i> 	<ul style="list-style-type: none"> • <i>Strategic and annual plan developed in a timely manner</i> • <i>Audits carried out and results acted upon</i>
OHS	<p>Oversight the management of OH&S risk within GRV and Clubs with the aiming of ensuring GRV and clubs for a safe worksite for employees and visitors. To achieve this objective:</p> <ul style="list-style-type: none"> • <i>In conjunction with the GM People and Culture develop and implement the OHS strategy and supporting processes within GRV</i> • <i>develop and support the framework and strategies for managing Club OHS risk including directing the out sourced OHS audit and review function.</i> <p>Provide advice to the Board, A&FC and CEO regarding OHS risk.</p>	<ul style="list-style-type: none"> • <i>Policies and procedures in place</i> • <i>Health and safety considerations are incorporated into all business activities.</i>

KEY RESULT AREA	ACCOUNTABILITY / ACTIVITY	KEY PERFORMANCE INDICATOR
<i>Area of Focus</i>	<i>What activities are you responsible for?</i>	<i>How will you know this has been achieved?</i>
Regulation and Compliance	<p>Manage and strengthen GRV processes to ensure that the GRV meets the requirements of :</p> <ul style="list-style-type: none"> relevant legislation and regulations Finance directions, including the requirements of the Financial Management Compliance Framework applicable public sector guidelines and standards internal policies and procedures. Identifying and implementing policy / procedural changes to strengthen business processes <p>As part of this responsibility,:</p> <ul style="list-style-type: none"> manage the annual Financial Management Compliance Framework reporting process review compliance of matters previously identified in the Ombudsman report bring to the attention of the CEO & leadership team areas requiring attention ensure staff are fully aware and educated on high impact areas of potential non-compliance 	<ul style="list-style-type: none"> <i>GRV Policies and Process compliant against relevant legislation</i> <p><i>Compliance framework up to date and communicated</i></p> <p><i>Pro-active focus on Annual FMCF requirements</i></p>

KEY BUSINESS CONTACTS	
EXTERNAL	INTERNAL
Internal Auditor	GRV Board
External Auditor	CEO
Club Managers and Staff	GRV Leadership Team
	GRV Employees
	AFC Members

PERSON SPECIFICATION	
EDUCATION/QUALIFICATIONS <i>necessary to meet position objectives</i>	
ESSENTIAL	DESIRABLE
Appropriate post-secondary accounting / business qualifications	

SKILLS/KNOWLEDGE necessary to meet position objectives	
ESSENTIAL	DESIRABLE
Prior extensive experience in Audit, Risk and compliance	Current driver's licence Accounting or Audit Membership
Ability to work autonomously	
Strong Interpersonal and communication skills	
Ability to influence others to meet compliance requirements	
An understanding of OHS legislation and requirements	
ATTRIBUTES required to ensure satisfactory performance and cultural fit	
ESSENTIAL	DESIRABLE

EMPLOYMENT CONDITIONS
<ul style="list-style-type: none"> • Terms and conditions of employment are per the current GRV 'Employee Enterprise Agreement' • The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees. • All employment at GRV is subject to a satisfactory police check prior to commencement • All employees at GRV are required to have the right to work in Australia. • All employees are required to comply with WHS statutory obligations. • GRV is an EEO employer.

NAME: _____ DATE: __/__/__

SIGNATURE: _____