

## Position Description

<b>Position Title:</b>	Enterprise Risk & Governance Analyst
<b>Reports to:</b>	Service Delivery Manager, RIG
<b>Division:</b>	Corporate Services
<b>Location:</b>	Orange, NSW or Remote/Hybrid
<b>Employment Status:</b>	Temporary 12 month contract
<b>Hours:</b>	Full Time - 36.75 hours/week
<b>Salary Band:</b>	RSL 6
<b>Citizenship:</b>	Permanent

### About us

RIC (Regional Investment Corporation) is an Australian Government finance provider for farmers and farm-related small businesses. We were established under the *Regional Investment Corporation Act 2018* (RIC Act) to provide low-cost loans to strengthen Australian agriculture and grow thriving regional communities.

RIC farm loans support our customers to prepare, manage through and recover from drought, natural disasters or biosecurity risks causing severe financial disruption. We help accelerate plans for first-generation farmers and next-generation farmers.

### Our culture & people

Our people have vision and are empowered to build a leading Australian Government agency known for its contemporary service, expertise, and integrity. They are committed, innovative and their achievements are celebrated. They are as diverse as the work they do. RIC has a vibrant culture which is based on the following Culture Statements:



Be bold, act with purpose



We are down to earth



We embrace difference and act as one

## Our customers

We aim to deliver a first-class customer experience by partnering with our customers from the beginning of their journey with us. We respect the time of our customers by being transparent with them about the loan process, keeping things simple and understanding their needs.

Put simply, our customer experience principles are:



- Respect my time
- Simple and Seamless
- Partner with me
- Understand me

## About the job

The Regional Investment Corporation's Risk, Insights and Governance unit is part of the Corporate & Strategy division and supports the RIC in meeting its obligations under the Public Governance, Performance and Accountability Act 2013, as well as other legislative and government policy obligations. The team is a key enabler in the delivery of the RICs concessional lending activities and achieves this through the provision of a wide range of services that includes risk and fraud management; internal audit; business analytics; business continuity and privacy.

This role will support the RIC with accurate and meaningful advice to ensure decision making is informed by and balanced against an appropriate level of accountability and risk.

You will be responsible for:

### 2nd Line Assurance Framework:

- Establishing, delivering, monitoring, and maturing the organisation's second line assurance framework.
- Undertaking the organisations 2<sup>nd</sup> line assurance functions and activities.
- Conducting regular reviews and assessments to ensure the framework's effectiveness.
- Providing recommendations for improvements and ensure alignment with regulatory requirements and best practices

### AML/CTF Framework:

- Establishing, delivering, monitoring, and maturing the organisation's Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) framework.
- Conducting risk assessments and ensure compliance with AML/CTF regulations.
- Developing and delivering training programs to enhance awareness and compliance across the organisation

### Enterprise Risk Framework:

- Supporting the implementation and delivery of the organisation's Enterprise Risk Framework.
- Conducting risk assessments and identify potential risks to the organisation's loan portfolio.
- Developing risk mitigation strategies and monitor their effectiveness

### **Governance and Compliance Frameworks:**

- Supporting the implementation and delivery of the organisation's Governance and Compliance Frameworks.
- Ensuring compliance with relevant laws, regulations, and internal policies.
- Conducting regular audits and reviews to ensure adherence to governance and compliance standards

### **Freedom of Information (FOI) Officer:**

- Serving as one of the organisation's FOI Officer, coordinating and delivering responses to FOI requests.
- Ensuring timely and accurate responses in compliance with FOI regulations.
- Maintaining records of FOI requests and responses for audit purposes.
- Routine FOI statistics reporting.

### **Governance, Risk, Compliance, and Assurance Documentation:**

- Participating in and providing support for documenting governance, risk, compliance, and assurance policies.
- Applying relevant legislation for the implementation and ongoing development of program guidelines and related guidance materials
- Management of all product rules, policies, and processes with responsibility to ensure they are customer centric and regulatory compliant – including design and development where required
- Collaborating with key stakeholders to ensure policies are comprehensive, up-to-date, and aligned with industry standards.
- Assisting in the development and maintenance of policy documentation and ensure accessibility for relevant parties.

### **Risk and Compliance Ticketing System:**

- Managing the Risk and Compliance Ticketing system, including triaging tickets.
- Ensuring timely resolution of tickets and maintain accurate records of issues and resolutions.
- Providing regular reports on ticketing system performance and identify areas for improvement.
- other duties as required

## **About you**

### **Job capabilities**

To be successful in this role, the candidate is required to be:

- Detail-oriented with a strong focus on accuracy
- Strong analytical and problem-solving skills, with the ability to analyse data, draw out key insights and make professional judgements considering all risks
- strong written and verbal communication skills and presentation skills, with the ability to communicate with a high level of impact
- a proven ability to build strong working relationships with internal and external stakeholders across different levels of the organisation.
- an ability to evaluate the effectiveness of risk management and risk assessment activities providing expert technical knowledge and recommendations
- A collaborative team player

- A confident self-starter with a positive attitude, showing initiative and a proactive mindset, with the capability to work autonomously
- Eager to learn and stay updated with industry trends and advancements.

### Knowledge and experience

You are required to hold relevant knowledge and experience to deliver the role which includes:

- Minimum 3 years' experience in commercial lending, particularly in agribusiness.
- Climate Risk experience is highly desirable
- Relevant qualifications in governance and risk management or related field would be highly regarded
- Experience in the assessment and management of loans or credit risk is desirable
- Strong understanding of governance, risk, compliance, and assurance principles.
- Knowledge of AML/CTF regulations and best practices.
- A detailed knowledge of operational risk, compliance and internal control concepts, legislative and administrative frameworks, Government decision making processes and relevant legislation
- A sound working knowledge internal auditing and associated processes and practices
- Demonstrated experience preparing reports and briefs for senior management
- Proficiency in using risk management and compliance software would be an advantage.

### Eligibility/Other requirements

The successful candidate will be required to undergo pre-employment screening including:

- National Police History Check
- Financial Background
- AML/CTF
- Politically Exposed Person (PEP)
- Baseline Australian Government Security Vetting Clearance or above, or a willingness to undertake a security vetting process

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description.

Name:	Signature:	Date:
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