

POSITION TITLE	Policy and Risk Officer		
POSITION OVERVIEW	Reporting to the Quality and Risk Manager, the Policy and Risk Officer supports WCS to deliver high quality services that meet all accreditation and compliance requirements. The Policy and Risk Officer also develops organisational policies and undertakes risk management processes.		
CLASSIFICATION	WCS Level 7	SERVICE AREA	Corporate Services - Quality
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual		HOURS PER WEEK 38
LOCATION	Callam Offices		
IMMEDIATE MANAGER	Quality and Risk Manager		
INDUSTRIAL AGREEMENT	Woden Community Service Inc. – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	Nil	NO OF INDIRECT REPORTS	Nil
KEY RELATIONSHIPS			
INTERNAL	Policy & Accreditation Working Group, Leadership Forum, Executive and all areas of the organisation.		
EXTERNAL	Quality accreditation organisations.		
KEY ACCOUNTABILITIES			
<ul style="list-style-type: none"> ▪ Develop and maintain policies that support and advance the organisation's operations. ▪ Undertake risk management activities, including the development of relevant policies/procedures and working collaboratively with stakeholders to assess, mitigate and manage organisational risk. ▪ Help the organisation satisfy its compliance and accreditation requirements. ▪ Assist with Business Continuity Planning processes and activities. ▪ Take ownership of individual performance and actively seek opportunities to develop professionally and personally. ▪ Perform other duties as directed by the Quality and Risk Manager. ▪ Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times ▪ Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles ▪ Apply National Principles for Child Safe Organisations, as applicable for the role. 			
EXPERIENCE & QUALIFICATIONS			
Essential	<ul style="list-style-type: none"> • Knowledge of, and experience in, policy development and risk management. • Ability to collect, analyse and present data and information related to quality and risk management. 		

	<ul style="list-style-type: none"> • Strong analytical thinking and problem-solving skills and the ability to deliver innovative and persuasive solutions. • Highly effective written and verbal communication skills, with the ability to develop productive relationships with stakeholders. • High-level skills with the Microsoft Office suite of products, particularly Word and Excel. • Demonstrated commitment to privacy, confidentiality, personal and professional boundaries and ethical behaviour. • Ability to exercise judgement and discretion in handling sensitive and confidential enquiries and information. • Demonstrated ability to work with limited supervision.
Desirable	<ul style="list-style-type: none"> • Tertiary qualification in a relevant discipline(s). • Experience with, or demonstrated knowledge of, business continuity planning and regulatory compliance.
Other	<ul style="list-style-type: none"> • Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct. • Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.

Document History	Original: January 2020	Revised: February 2022	Version: V3
Employee's name		Signature	DATE