Responsibility
Directly reporting into the CEO and dotted line reporting into the Risk Audit and Compliance Committee (RACC), this position will act as Chief Risk Officer and also as Chief Audit Executive.

- To build, continuously improve and provide independent oversight and advice on enterprise risk, compliance management and on the audit framework;
- Ensure that the business leaders, who are responsible for their risks, are aware of their obligations;
- Ensure that risk assessments are being conducted, and
- Manage the internal audit process and providing oversight of external audit, and of the compliance processes throughout the organisation.

Your strategic imperatives will be to:

- Effectively challenge the activities and decisions that materially affect the organisation’s risk profile;
- Co-ordinate with the executive team, the development and maintenance of the risk, compliance management and audit framework, and
- Work closely and manage the Risk Manager and the Compliance Manager to provide a cohesive and collaborative risk and compliance team to ensure effective and efficient risk and compliance oversight.
- Manage and motivate risk and compliance staff through leading by example and being an integral part of the STC Executive Leadership team

Risk Responsibilities:

- Ensure team are monitoring risk register and any potential changes in the environment to affect risk;
- Ensure risk and compliance software is operating effectively to support the risk and compliance monitoring
- Ensure risk division is providing sufficient support to risk owners to assist them to define and rate their risks
- Ensure risk assessments on business incidents and errors are being conducted
- Monitoring policies and procedures for appropriate risk measures
- Monitoring industry and regulatory updates, and STC’s policies and procedures in relation to these updates
- Ensure STC are sufficiently retrained in risk management
- Ensure robust service provider due diligence is conducted from a risk perspective
- Draft papers and report to the RACC
- Working together with the General Counsel/Company Secretariat to ensure efficient management of the RACC

Compliance Responsibilities

- Ensure that there is a robust compliance framework including the execution and monitoring of the obligations register and any potential changes in the environment to affect the obligations
- Ensure that there is an effective compliance testing program
- Assisting policy owners understand their compliance obligations and controls
- Ensure that the framework for complaints, incidents and breaches for regulatory breaches is robust and in compliance with regulations
- Providing input on service provider due diligence
- Monitoring policies and procedures for appropriate compliance with regulations
- Monitoring industry and regulatory updates, and STC’s policies and procedures in relation to these updates
- Provide input into service provider due diligence
- Draft papers and report to the RACC
- Working together with the General Counsel/Company Secretariat to ensure efficient management of the RACC
Position Description: Chief Risk Officer

Audit Responsibilities

- Plan and project manage the internal audit
- Discussing findings with internal auditors
- Attending exit engagement meetings for internal audit
- Finalising internal audit reports and collation of management comments
- Organising RACC submission for internal audits
- Oversight and monitoring the closure of any external audit matters
- Reporting the status of any open external audit matter and recommend closure for RACC noting

Knowledge and Skills

- Global and deep knowledge of the Superannuation and Financial Services industry.
- Experience with APRA dealing preferred but not essential.
- 10-15 years of experience in leadership across Financial Services/Superannuation, or similar years of experience in a leadership position within a financial institution.
- Strong general management background, with proven track record for successfully managing senior stakeholder relationships (both internal and external) strategic thinking, financial planning, risk management, relationship building and project leadership
- Facilitating the identification and mitigation of enterprise risk for a complex company in a regulated industry.
- Demonstrated pragmatic approach to risk management
- Works effectively with clients and external stakeholders
- Provides leadership, sets vision, and motivates a team.
- Experience developing talent and infusing knowledge and experience across wider organisation

Key Contacts

The role has relationships with the following:

- CEO
- STC RACC and Board
- General Counsel and Legal team
- Outsourced providers including Ernst and Young, Mercer etc

OH&S, EEO and Risk Management Responsibilities

Understand and adhere to STC’s risk management policies and practices including the following:

- manage and/or participate in, as appropriate, the timely identification, analysis, assessment and treatment of risks
- ensure awareness and adherence to the workplace emergency plan and procedures
- safe guard the security of information assets in your control and comply with the Information Security Policy
- be responsible for contributing to the overall safe working environment
- develop a culture and environment that is harassment free and respects cultural diversity.

Other

Applicants seeking employment with STC must be permanent residents of Australian citizens, and will be required to undergo a criminal records check.
Position Description: Chief Risk Officer

Responsibility
To provide advice and support on compliance matters to STC, including the management and maintenance of the compliance framework, compliance monitoring and reporting and embedding a compliance culture into the decision making processes and procedures of STC.

To work closely with the Chief Risk Officer and the Risk Manager to provide a cohesive and collaborative risk and compliance team to ensure effective and efficient risk and compliance oversight.

Supervises
- This position reports directly to the Chief Risk Officer
- This position has no direct reports

Key Activities
The key activities of the Compliance Manager are to:
- Be responsible for the compliance framework, including policies, procedures, people etc.
- Deliver compliance within the organisation
  - Executing and monitoring of the obligations register and any potential changes in the environment to affect the obligations
  - Conduct periodic compliance testing
  - Implementation and monitoring of compliance attestations in ExtraTextual and monitoring responses and response rates
  - Assisting policy owners understand their compliance obligations and controls
  - Assessing and reporting on complaints, incidents and breaches
  - Monitoring industry and regulatory updates, and STC's policies and procedures in relation to these updates
  - Drafting training material on compliance for STC
  - Providing input on service provider due diligence
  - Assisting the Chief Risk Officer with regards to auditor management as required
  - Ensure compliance related policy reviews are undertaken and amend policies accordingly
  - Monitor and assist business to ensure compliance with regulatory requirements
  - Assist Chief Risk Officer in other compliance related matters
  - Draft Committee papers and Board papers as required

Knowledge and Skills
- tertiary qualification in law, accounting, commerce or finance
- qualifications in superannuation to at least RG 146 level
- commercial qualifications relevant to the superannuation industry
- 4 – 6 years related experience
- ability to express ideas both verbally and in written form in a comprehensive manner
- ability to influence others to perform tasks
- ability to evaluate self and others
- excellent interpersonal skills
- self-motivated and proactive individual
- strong planning skills

Key Contacts
The role has relationships with the following:
- regulators including Department of Finance and Services, Treasury, ATO
- Outsourced providers including EY, Mercer etc

WHS, EEO and Risk Management Responsibilities
Understand and adhere to STC’s risk management policies and practices including the following:
- Manage and participate in, as appropriate, the timely identification, analysis, assessment and treatment of business risks
- Adhere to the health and safety guidelines in the organisation
- Ensure awareness and adherence to the workplace emergency plan and procedures
- Action, mitigate or communicate potential risk to relevant authority
- Safeguard the security of information assets in your control and otherwise comply with the Information Security Policy
- Responsible for contributing to the overall safe working environment
- Develop a culture and environment that is harassment free and respects cultural diversity

Please note, all applicants for this role must be willing to undertake a National Criminal Check as well as other relevant probity checks.