



# Position Description

## Risk Advisor

**Wesley Legal & Risk**  
**June 2025**

**Agreement**

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Signed–Manager

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Signed–Employee

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Date

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Date



# **Risk Advisor**

## **Wesley Legal & Risk**

### **1 Overview of Wesley Mission**

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed. Our vision is to be: "A Spirit-led disciple-making movement; doing all the good we can because every life matters". Our mission is to continue the work of Jesus Christ in Word and Deed. Our values are to have soft hearts, open hands, sharp minds and hard feet. Our position descriptions and performance plans are aligned with these four key result areas.

### **2 Overview of Wesley Legal & Risk**

The Wesley Legal & Risk team has several key responsibilities:

- providing direction and oversight in relation to legal and regulatory matters
- leading the organisation's quality, risk, compliance and internal audit functions and systems
- providing leadership in relation to the organisation's risk management and governance functions

### **3 Overview of role**

The Risk Advisor role is responsible for:

- Line 2 oversight of Wesley Mission's Risk Management Framework Compliance Management Framework, risk systems & processes
- Leading, contributing to, and implementing risk initiatives across the organisation
- Assisting the Risk Manager, in the annual review and update of Wesley Mission's key risk documents including the Risk Management Framework, Compliance Management Framework, the Strategic Risk Register and the Risk Appetite Statement
- Assisting the Risk Manager in reviewing and implementing the Business Continuity Planning Framework across Wesley Mission

### **4 Relationships**

Reports to: Primarily to the Risk Manager and secondarily to the Head of Risk.

### **5 Major role responsibilities**

## 5.1 Our clients

- Prepares for and conducts regular meetings with 'Line 1' including but not limited formal and informal meetings with Executive General Managers, General Managers, Head of functions and QRC Specialists
- Provide ongoing training and support to Line 1 QRC Specialists to maintain operational risk registers within the risk system, controls assurance testing and root cause analysis
- Drive continuous improvement in risk management, risk systems and risk culture
- Provide oversight, specialist advice and independent challenge to develop and maintain a risk aware organisation
- Report operational risk insights, issues and decisions that affect the key risks profile and appropriately escalate issues via the Risk Manager.

### 5.1.1 Performance Measures

- Improve effectiveness of risk insights and reporting to management and the Board
- Evidence of continuous improvement in quality systems and governance.

## 5.2 Our people (our team)

- Work as part of an integrated team to promote effective risk management, quality assurance and governance across Wesley Mission
- Promote and ensure adherence to Wesley Mission brand
- Ensure all Human Resource (HR) policies and procedures are understood and adhered to
- On a quarterly basis, document your progress using the Contribution & Development Plan template and meet with your manager to discuss
- Ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself
- Regularly report to your manager on team issues such as resourcing needs,
- performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- Identify and recommend opportunities to increase team satisfaction.

### 5.2.1 Performance Measures

- Current Contribution & Development Plan
- Attendance at and contribution to all team meetings.

## 5.3 Our operations

- Second line of defence oversight of Wesley Mission's Risk Management Framework including supporting its roll-out across the business
- Assist in the annual review and update of the risk management policy and framework, the key risk register, the risk appetite statement
- Assist in annual assessment and reporting of Wesley Mission's risk maturity levels
- Assist in developing risk capability across the organisation with a focus on strategic processes including: strategic planning, new projects and tendering
- Implement and maintain risk systems to support effective risk management and monitoring at Wesley Mission

- Provide leadership and expert support across the organisation in relation to risk management at an organisation-wide level
- Support the organisation in developing operational and major project risk registers and operationalising the risk appetite in decision making
- Communicate the Wesley Mission brand and key messaging strategy to stakeholders to build effective relationships, gain their support and create advocates.

#### **5.3.1 Performance Measures**

- Risk management is recognised for its importance and impact and integrated into Wesley Mission's business as usual activities
- There is ongoing evidence of improvement in the way the organisation manages risk in its daily operations.

### **5.4 Our financials**

- Ensure projects are efficiently implemented.

#### **5.4.1 Performance Measures**

- Achievement of Wesley Legal & Risk's business plan outcomes
- Year-end budget achieved.

## **6 Professional responsibilities**

- As directed, other activities to support the delivery of the Wesley Legal & Risk Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- As an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- Participate in the review and maintenance of industry specific and internal audit processes, as per Wesley Mission's standard policy and procedures
- In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- In relation to Wesley Mission attend worship services as encouraged by your supervisor
- Participate on a quarterly basis in Wesley Mission's Employee contribution and development process
- Take responsibility for personal career development and training
- Participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- Ensure the reputation and integrity of Wesley Mission is always maintained
- Maintain confidentiality.

## 7 Selection criteria

To be successful in this position, candidates must possess the following:

### **Demonstrated behaviours**

- Willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- Ability to engage and inspire a passionate team through clear decision making and the provision of a supportive and collaborative management style
- Demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- Relates well to a range of people with sound listening and problem-solving skills
- Confident professional with strong initiative and business acumen
- Displays emotional maturity and resilience
- Leads by example, and in particular servant leadership.

### **Essential skills/knowledge**

- Qualifications in risk, law, management or similar/equivalent discipline or equivalent experience.
- Background and track record in quality assurance, compliance or risk
- Outstanding interpersonal, influencing and analytical skills with demonstrated ability to communicate clearly, simply and logically.
- Highly developed technical and process skills
- Proven experience in managing internal and external stakeholders to achieve set objectives
- Strong written and oral skills, public speaking and presentation capabilities commensurate with communicating at the executive level and initial versions of draft papers for the Board.
- Strong consulting, training and facilitation skills
- Well-developed skills in identifying and improving systems
- Proficient Microsoft Office skills.

### **Desirable skills/knowledge**

- Not for profit or cause related management experience
- An appreciation of the challenges involved in managing a diverse workforce within a not for profit environment.