

JOB DESCRIPTION

POSITION	RISK MANAGEMENT
TERM	Elected by Members at Annual General Meeting, holds position until next Annual General Meeting.
<p>PRIMARY OBJECTIVE</p> <ul style="list-style-type: none"> • To identify and assess risks and coordinate risk management strategies both strategically and operationally across the Centre, working collaboratively with the Board, volunteers and key stakeholders to audit key risks, identify corrective and preventative actions minimizing risks to RDAASW. 	
<p>RESPONSIBLE TO</p> <ul style="list-style-type: none"> • The Risk Management position is responsible to the Chair of the Centre, the Board and its financial members. 	
<p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • RISK MANAGEMENT <ul style="list-style-type: none"> ○ Undertake regular risk management reviews of the Centre and make recommendations for improvement. ○ Complete organizational audits to ensure internal processes are effective and efficient. ○ Liaise with operational volunteers to identify risks, develop strategies and implement continuous improvement. ○ Develop a range of risk management tools in consultation with the Board and volunteers. ○ Ensure the Centre has available for use, appropriate resources and processes to eliminate or minimize risks. • TEAMWORK <ul style="list-style-type: none"> ○ Work collaboratively across the Centre. ○ Share knowledge and experience. ○ Participate and contribute to volunteer meetings and working groups. • WORKPLACE HEALTH AND SAFETY <ul style="list-style-type: none"> ○ Proactively communicate, identify, report and assess WHS related risks and hazards within the Centre. ○ Maintain a safe and healthy work environment for all. • INTERNAL <ul style="list-style-type: none"> ○ Maintain accurate records for quality and compliance requirements. ○ Prepare and present a report for each Board meeting. ○ Attend meetings, conferences and events relevant to risk management. 	
<p>OTHER RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Ensure that the Centre abides by all applicable Legislation and Statutory Requirements at all times, including the Centre Constitution and Policy Manual. • Ensure the Centre Policy Manual and Resource Manual relating to Risk is kept current and updated as needed. • Ensure the Centre aligns with the strategic direction and initiatives of regional and national bodies. • Review this job description and ensure the next person taking over the role is prepared. 	