

Position description



Position	Head of Assurance
Reports to	Chief Operations Officer
Work level	6
Group	Integrity/Enabling (Name TBC)
Team	Assurance
Location	Onsite at the Hub in Melbourne CBD or Hybrid
Direct reports	To be confirmed

01. Purpose of the position and link to Strategy 2023+ *Earlier, Easier, Together*

Aligns with and accountable for supporting the delivery of Beyond Blue's **Integrity** strategic goal so that people trust that we operate with integrity and have confidence in us to make an impact.

Leads a team that enables Beyond Blue to operate effectively and efficiently, and responds to business needs through fit for purpose, user-centric frameworks, governance, assurance, and advisory support – so our resources are used well, and our people make good decisions, balance risk with reward, and produce great community outcomes.

Creates and continuously improves enabling policies, processes, and systems.

02. Key Accountabilities of Position

Leads and is accountable for the following:

Risk and Assurance functions, including:

- Lead the development and implementation of the Risk Management Framework roadmap to develop the risk maturity of the organisation, including processes for the identification, assessment and mitigation of risks;
- Lead the development and implementation of an Assurance and Quality Framework ensuring governance of quality and safety obligations;
- Lead Clinical Governance team in implementing the Clinical Governance Framework, responding to issues and incidents, providing clinical advice to all Beyond Blue teams; to ensure adherence to best practice quality and safety governance, policies and procedures;
- Report to the Executive group on any material changes to the organisation's risk profile and make recommendations to the group in relation to risk, quality and safety;
- Oversee a program of risk-based audits/assurance reviews (e.g. Cyber, Clinical Governance), ensuring that all areas of the organisation are reviewed with sufficient frequency;
- Oversee the development of succinct and informative Board and Board sub-committee level reporting on risk and assurance profiles;

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- Oversight of the development and implementation of Business Continuity and Incident Management frameworks and plans.

Advisory support for legal and privacy:

- Act as nominated Privacy Officer, keeping abreast of Privacy Act implications for Beyond Blue and managing all matters pertinent to maintaining privacy and data privacy;
- Co-ordination and managing compliance with all legal and governance obligations required under the Corporations Act 2001 (Commonwealth) (the Act) and with the requirements of relevant regulatory bodies including the Australian Charities and Not-For-Profit Commission (ACNC)
- Work across and / or co-ordinate other areas including health law and compliance, contracts, property, intellectual property, privacy and data privacy, whistle-blowers and modern slavery.
- Lead the engagement of external legal advisors, including company secretariat advice, as required by Beyond Blue.

Other Responsibilities:

- Undertake other duties as directed by COO, CEO or delegate.

03. Key outcomes, or desired impact of role, linked to Strategy

Area of impact

- Model, and motivate the Assurance function to champion an enabling mindset and support the delivery of positive community outcomes and employee experience with expert advice and appropriate, non-bureaucratic and easy to use frameworks, policies, processes, and systems.
- Provide fit for purpose quality, risk and enterprise assurance – independent of delivery teams – to inspire trust and confidence, ensure appropriate risk mitigation and compliance, and support continuous improvement, e.g., in cyber security, data governance, and the delivery of safe, quality community supports.
- Support the COO, Executive and Board to operate effectively and make informed, timely decisions, demonstrating impact, ensuring Beyond Blue is considered a good investment.

KPI's/Goals are set in the performance review cycles – January to June / July to December as part of our [Thrive Framework](#).

04. Core Capabilities

While all 8 capabilities in our [capability framework](#) are vital, critical for role success will be:

- Communicating
- Partnering
- Agility
- Critical thinking
- Leading

05. Specific Job Competencies

Education/qualifications

- Tertiary qualifications in a relevant business discipline (e.g. Risk Management, Bachelor of Laws); or
- Tertiary qualification in Health and Human Services
- Post graduate qualifications (e.g. AICD, Governance Institute (Certificate in Governance

Experience

10+ years at senior management level and track record in operations, enabling positive business outcomes and providing pragmatic advice.

Key essential skills

- Providing and / or facilitating excellent, pragmatic, problems solving advice and experience appropriate to this role and ability to clearly understand and articulate issues and risks in Beyond Blue's context.
- Strong experience in/exposure to Board and Board sub-Committee processes.
- Exceptional organisational skills, including a demonstrated ability to prioritise and execute a large number of tasks in an efficient manner. Able to adjust quickly to changing priorities and effectively juggle and prioritise competing demands.
- High level written and verbal communication skills, and strong attention to detail.
- Ability to communicate in a respectful, competent and effective way with people from all levels of the organisation and people with different social, economic and cultural backgrounds.
- Practical knowledge of Australian Standards pertaining to risk management and WHS management systems;
- Demonstrated experience in developing and interpreting legislation/regulations, policies, procedures and guidelines.

Desirable skills

- An understanding of the ACNC Act, the Privacy Act, Whistle-blowers Act, Modern slavery Act, and the Australian Corporations Act, including requirements in respect to lodgement of information.

06. Values leadership and our culture at Beyond Blue

Beyond Blue Values We all play a part and take responsibility for our impact on Beyond Blue's culture, in line with our Values.

Cultural competency Beyond Blue strives to be a culturally safe and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans.