

## POSITION DESCRIPTION

### Director - Strategy & Risk

POSITION DETAILS			
<b>Business unit</b>	Strategy & Risk	<b>Position number</b>	IBC156
<b>Position status</b>			
<b>Position reports to</b>	Executive Director Corporate Services		
<b>Positions reporting to this role</b>	Manager - Project Management Office Manager - Strategy & Performance Team Leader - Facilities & Security Team Leader - Risk & Integrity		
<b>Salary range</b>	As per VPS Executive Remuneration	<b>VPS Grade</b>	SES 1
<b>Location</b>	Melbourne CBD	<b>Date approved</b>	May 2024

### About IBAC

IBAC is Victoria's independent anti-corruption agency responsible for preventing and exposing public sector corruption and police misconduct. We do this by investigating serious corruption and police misconduct; and informing the public sector, police and the community about the risks and impacts of corruption and police misconduct, and ways in which it can be prevented. Our jurisdiction covers state and local government, police, parliament, and the judiciary.

IBAC's work is challenging – we expose public sector corruption and police misconduct and they're serious issues. We front up to this mission each day because we all want a public service that acts in the best interests of Victoria.

We are a dedicated team that works well with people who share our courage and determination - people who are measured, fair and trustworthy with a keen sense of duty. Putting the spotlight on potentially corrupt behaviour can reveal sensitive information, information we are trusted to work with confidentially and respectfully. It's not the kind of job you can go home and tell your friends or family about, but our work is interesting, stimulating and incredibly rewarding.

Our challenge is to stay two steps ahead of those involved in corrupt conduct. IBAC works in partnership with State Government, local councils, and Victoria Police to build strong cultures of integrity across the public sector. We understand that requires unwavering fortitude and a continual desire to work together to meet our responsibilities to the Victorian community. We have our work cut out for us but with the right team we can achieve great things.

### Our Values

Our skilled and talented workforce is integral to achieving our priorities. Our work is underpinned by our values and culture to make sure there is integrity in all we do. Our values are embedded in our ways of working, dealing with Government agencies, the community, and our colleagues.

**We Lead by Example, Act Impartially, Work Together, Behave with Respect, Strive for Excellence.**

### Role Purpose

The IBAC Corporate Services division develop and provide organisation-wide systems and support to enable IBAC to deliver its strategic objectives. We do this by providing innovative solutions through business partnering,

adapting to expectations, and connecting people and systems.

The Strategy & Risk unit plans, develops, and maintains IBAC's management system to provide confidence, trust and consistency to the organisation. Strategy & Risk have oversight of IBAC's corporate governance framework, business planning, performance monitoring and reporting, internal audit and compliance functions, business resilience planning, asset management, facilities management, and physical and personnel security.

The position is accountable for working across the business with the Executive and senior management, taking a strategic focus and providing quality advice and guidance. The position leads a diverse team to deliver key corporate functions for the business, whilst supporting the Commissioner and Chief Executive Officer in meeting statutory obligations.

#### KEY ACCOUNTABILITIES

The key accountabilities of this position include:

- Leading and managing the Strategy & Risk team in a manner consistent with IBAC values, endeavouring to build a high performing and resilient team.
- Providing strategic guidance and high-level advice to the Executive and senior management on organisation strategy, risk, governance and security management, internal audit and Corporate compliance.
- Leading the development and of the organisation's long-term strategic plan and oversight of its implementation.
- Lead the delivery of the annual business planning process and performance monitoring and reporting.
- Managing the organisation's Project Management Office for strategic initiatives and other major projects' support.
- Overseeing the risk management and business continuity frameworks, including incident management and the integrity function.
- Overseeing the building facilities & accommodation management and property & exhibits management functions, ensuring compliance with required standards and regulations.
- Overseeing the physical security and personnel security vetting related activities of all relevant IBAC personnel, utilising a risk-based approach.
- Managing the provision of high-level support and secretariat services for IBAC's Executive Committee and external Audit and Risk Management Committee.
- Responding to and supporting IBAC with Parliamentary and Auditor General enquiries.
- Managing IBAC's insurance portfolio, ensuring insurable potential exposure is minimised.

## KNOWLEDGE

At Director level, a position will:

- Demonstrate the logical and systematic application of organisational knowledge and experience gained through many years of work planning, scheduling, resource estimation, budget management, evaluation of outcomes, designing work practices, and managing workflows and the quality of work produced by work units.
- Take accountability for the effective management of human and financial resources, to provide quality and timely delivery of high value services and programs.
- Apply leadership capabilities to understand, analyse and interpret business plans and strategies.
- Apply comprehensive knowledge and skills, acquired through formal (tertiary) training or relevant significant professional, technical or management experience.
- Be considered an authoritative source of strategic advice and expertise, which has influence on organisational decision-making in own area of knowledge or practice.
- Apply a highly developed and extensive understanding of policy, service delivery, regulatory, and/or legislative processes gained through experience in public or private sector management or specialist positions, with commensurate understanding of the social, political, environmental and economic contexts, including state-wide, national or international matters in own area of expertise.

This position also requires:

- Achievement in overseeing effective overarching governance and risk frameworks and complementary management system.
- Demonstrated ability to comprehend and translate complex business requirements into a workable whole-of-business solution.
- Proven ability to lead a rigorous corporate compliance and internal audit regime.
- Comprehension of critical business functions relevant to role including strategic planning and performance evaluation, incident management, security and facilities management, and an understanding of how these relate to risk frameworks.
- A relevant tertiary qualification and significant experience in risk and corporate governance.

## RELATIONSHIPS

At Director level, a position will:

- Facilitate stakeholder relationships, liaising and engaging with internal and external stakeholders in relation to a specific area of responsibility.
- Enlist cooperation and consult with stakeholders while maintaining relationships and collaborative networks.
- Develop and maintain effective relationships with government and sector stakeholders, industry and/or the community to integrate and coordinate policy, regulation, and delivery of services.
- Regularly interact, liaise and engage with senior management and/or Deputy Commissioner level.
- Participate as a member of a range of committees, working groups and other fora, including inter-organisation groups and industry/community sector groups, and represent the organisation at conferences, meetings and seminars.

Specifically, this position:

- Frequently communicates with key internal stakeholders such as the Executive, Commissioner and CEO, providing advice and support, in particular when working on the production of the annual report or when

undergoing business planning.

- Is the key contact for the Audit & Risk Management Committee as well as internal auditors where relevant.

This position deals with challenging and complex communications including:

- Handling and communicating sensitive information with regards to personnel security clearances in circumstances that can be very difficult and multifaceted.
- Working with senior stakeholders to accept a revision to governance and risk measures, influencing outcomes at an Executive level.
- The development of facilities business cases and subsequent lease negotiations, in collaboration with the Executive Director Corporate Services.

## JUDGEMENT AND RISK

At Director level, a position will:

- Make judgements and assess risk with some level of uncertainty, using guidance provided by policy, service delivery and/or regulatory frameworks, guidelines and precedents.
- Apply astute judgement in decision-making with sensitivity to issues impacting the organisation and across the sector.
- Identify, anticipate and manage complex risk, undertaking risk mitigation and management activities to ensure the achievement of business unit and organisational goals.
- Resolve ill-defined issues, taking account of established management systems, professional standards, budget parameters or known equipment capacity.
- Make effective judgements under pressure, consider alternative courses of action, devise action plans and advocate new approaches to complex issues, as required.

## INDEPENDENCE

At Director level, a position will:

- Make decisions that impact other areas of the organisation, as well as across the sector, often over the medium term.
- Exercise the authority to approve decisions and recommendations of others within the area of responsibility and provide recommendations to the Executive and/or Deputy Commissioners, which are relied upon in wider organisational decision-making.
- Exercise high-level delegations in relation to legal, governance, human resource management, project and program, and regulatory decisions within the business unit.
- Create and implement annual business plans and adopt a 2 to 3-year horizon, ensuring alignment with whole-of organisation planning and strategy.

## JOB ENVIRONMENT AND CHANGE

At Director level, a position will:

- Manage change and take responsibility for ongoing continuous improvement processes within the business unit.
- Regularly monitor and respond to a changing operating environment, working with an understanding of the relevant context and emerging social, political, environmental and technological change.
- Contribute to strategic change management within the organisation, including longer term planning for major change initiatives.

## OFFICIAL

- Manage change projects and programs that constitute a major piece of work over an extended timeframe and at times, manage the related Senior Project or Program Managers as required.

### IMPACT

At Director level, a position will:

- Influence policy and strategic direction of an organisation through the provision of advice to the Executive and/or CEO.
- Take responsibility for developing the strategic direction for the business unit, ensuring elements integrate to support higher organisational strategic goals.
- Develop policies, programs and initiatives that impact on major functional areas within the organisation.
- Have some impact into industry or the wider community through ensuring the effective delivery of services and/or through engagement with sector and government bodies, external peak bodies, groups and associations at an equivalent level.

### RESOURCE MANAGEMENT

**Direct reports:** 4

**Indirect reports:** Approx. 18

**Annual operating/capital expenditure:** \$8.6 million (approx..)

### KEY PERFORMANCE INDICATORS

- Effective financial management of the Strategy & Risk business unit.
- Fully adhering to all procurement requirements to ensure procurements are well planned and executed.
- Attraction and retention of key staff within the unit, including contributing to a reduction in overall turnover.
- Championing a culture of governance and risk reporting within the business unit.
- Increasing organisation capability development within the business unit.
- Ensure all unit staff are involved in meaningful performance conversations on a regular basis, that provide the opportunity for two-way feedback on performance and a discussion on career aspirations and learning goals.

### INFORMATION AND SECURITY

As an integrity agency and as part of delivering its mission, IBAC has a regulatory obligation to uphold the *Privacy and Data Protection Act 2014*.

We protect public sector information, and all employees make an individual commitment to:

- Understand and adhere to IBAC's information security policy and procedure.
- Exercise due care and due diligence when handling public sector information.
- Demonstrate sound judgement in assessing the security value of information.
- Be aware of the cyber security risks associated with IBAC information.
- Abide by the security conditions within information sharing agreements.
- Consider the digital and physical environment in which IBAC information is being accessed.

### IMPORTANT INFORMATION

## OFFICIAL

IBAC is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with the Occupational Health and Safety Act 2004 (Vic).

The salary range for this position is set out in the Victorian Public Service executive remuneration bands. Please refer to the Victorian Independent Remuneration Tribunal website ([www.vic.gov.au](http://www.vic.gov.au)) for further information.

IBAC policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

### PRE-EMPLOYMENT CHECKS

All appointments to IBAC are subject to reference checks, pre-employment misconduct screening and criminal record checks.

Mandatory checks include:

- Candidates must be an Australian citizen
- Appointments will be subject to a National Police check
- Negative Vetting 1 Clearance; probity, financial position and any circumstances that may conflict with employment at IBAC to satisfactorily attain and maintain a security clearance
- Completion of a conflict of interest and declarable associations form
- All new employees are required by law to take an oath or affirmation before commencing

Some jobs may require additional check which include:

- psychometric testing, medical testing, defensive equipment training
- confirmation of experience and stated qualifications
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable)

### FURTHER INFORMATION

Please visit: [www.ibac.vic.gov.au/](http://www.ibac.vic.gov.au/)

[The Victorian Public Service \(VPS\) code of conduct for public sector employees of special bodies](#)