



## Manager of Corporate Governance and Risk Management Position Description

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<b>Position Title</b>	Manager of Corporate Governance and Risk Management
<b>Responsible Council</b>	State Council and the Board of Directors
<b>Reports To</b>	Executive Director, Executive Secretariat
<b>Direct reports:</b>	TBC
<b>Base Location</b>	State Support Office, 2C West Street, Lewisham
<b>Primary position objective</b>	Manager of Corporate Governance and Risk Management is responsible for the provision of best practice corporate governance advice and services for the Society (including Amelie Housing Company). This includes the coordination, effectiveness and review of corporate policies, document management, governance and special works frameworks and processes, risk management, governance assurance, as well as support and advice in the submission of tenders.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old named Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### Corporate Governance Overview

The Corporate Governance team is responsible for supporting the development and implementation of good corporate governance practices within the Society. It provides support and advice in the development of corporate governance frameworks, special works framework, organisational policies, document management and best practice record keeping and administration practices, and support and advice on the submission of tenders for Society activities.

## **Role overview**

Manager of Corporate Governance and Risk Management position is responsible for the coordination of corporate governance activities currently undertaken in a number of different areas of and the Society to identify areas where better corporate governance arrangements are required.

Federal and State Governments are increasingly looking for not for profit partners to assist them to deliver a number of services. As the Society works more with governments and other partners, good and effective internal corporate governance arrangements are more important.

The role will report to the Executive Director, Executive Secretariat.

## **Duties and Responsibilities**

### **Corporate Governance**

- Lead the development and implementation of a corporate governance framework for the Society to support business integrity, performance improvement and to provide assurance that appropriate controls and measures are in place to the NSW, Company Board and Amelie Housing Board.
- Lead, and contribute to projects and programs to deliver key policy and organisational initiatives to improve the Society's governance, supporting tools, capabilities and practices.
- Key projects initially identified include improving business ethics accountability and culture, ,processes and tools, the review of document retention and document management and supporting processes, and better integration of risk management controls and Board assurances processes.
- Represent the Society on relevant industry and sector forums/groups.
- Contribute to the development of tenders as required

### **Board, Advisory Committees and Steering Groups**

- Provide reports to the Board, State Council and Advisory Committees (including Special Works, Governance and Audit Risk and Finance) on any corporate governance related matter, including the development and maintenance of governance frameworks for performance management, risk management, and compliance assurance purposes.

### **Corporate Policy and Document Management**

- Oversee the management of the organisational policy framework for the Society including leading the development of major corporate policies
- Manage and contribute to key organisational projects and programs to deliver on initiatives identified by the Board, State Council and/or the Society's strategic plan.
- Work with the Executive to improve the organisation's records and document management policies, systems and processes.
- Regular review and update of the Delegations Policy as required.

### **Risk Management and Compliance Assurance**

- Work with Internal Audit on the development and implementation of a Corporate Risk Register.
- Ensure that appropriate risk management assessments are undertaken for all tenders submitted to ensure that if the Society is successful that all risks have been identified, appropriate controls and mitigation arrangements can be put in place in accordance with the Society's risk appetite.
- Ensure that effective reporting and compliance systems are developed and implemented to meet corporate governance assurance purposes and government funding requirements where appropriate.
- Ensure the Risk Management Framework remains up to date and that the Society's knowledge and culture of risk management identification, controls, mitigation and reporting are strengthened to support the organisation's governance arrangements.

**Leadership**

- Provide leadership and manage the Corporate Governance Team.
- Supervision of staff tbc
- Ensuring all staff work in accordance with the Work Health and Safety requirements
- Develop team plans to achieve actions identified within the Society's Strategic Plan and staff development framework
- Develop a spirit of team collaboration to build a positive workplace culture aligned to the Society's vision, mission and workplace expectations (including Code of Conduct)
- Manage the recruitment, development, and performance functions for all staff within the team

**Relationships**

- Establish and maintain relationships with members, volunteers and employees including, State President, Board Directors, State Council members, , Executive Directors, Executive Officers, Central Council Presidents, and Chairs of the Advisory Committees.
- Work with State Support Office Divisions to provide corporate governance advice and support across all activities.
- Developing and maintaining effective collaborative partnerships and strategic alliances with external stakeholders including government agencies, non-government organisations and the community

**Interpersonal and cultural**

- Respond positively and effectively to change and encourage and support others to respond positively to change and the future directions of the Society
- Demonstrating professionalism, adopting high ethical and professional standards, instilling confidence to succeed, and building trust among team members.
- Leading skillfully and within delegated responsibility to make difficult decisions if necessary and ability to faces challenges and adversity with both strength and compassion.
- Championing a culture that is respectful, non-judgmental, inclusive and which promotes and upholds human rights at all times

**Essential Criteria**

- Relevant qualifications
- Experience working with a Board and organisational committees
- Management experience including strategic planning skills in a government or not for profit environment
- Understanding of best practice corporate governance frameworks and implementation practices
- Capacity to adhere to the ethos and mission of the Society
- Experience in leading, managing and developing staff particularly within a change context
- Proven interpersonal and communication skills
- Proven networking and stakeholder management skills
- Proven negotiation and influencing skills
- Proven reporting writing and written communication skills
- Proven project management and planning skills
- Knowledge of current issues facing the not for profit industry and incorporated not for profit organisations

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*