**Catholic Development Fund Position Description**

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| **Position title** | Risk & Compliance Assurance Manager, Client Services (First Line Risk) |
| **Department** | IT & Products |
| **Reports to** | Direct report: General Manager, IT & Products  Indirect report: Executive Manager, Risk & Compliance (Second Line Risk) |
| **Number of direct reports** | Nil |
| **Location** | 486 Albert Street, East Melbourne and Hybrid Work Environment |

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| **About us** |
| Catholic Development Fund (CDF) are a values-based financial institution that provides a unique level of client support across its footprint of Catholic organisations, including primary and secondary schools, parishes, healthcare, and social services providers.  Our values-based approach and exceptional customer service provide Catholic organisations with the best opportunity to put their faith into action.    CDF is experiencing rapid growth driven by competitive rates to our market and pride in providing excellence in customer service.  The role is within the IT & Products Departments, led by our General Manager, IT & Products.  We are committed to complying with our legal and regulatory obligations, including ASIC and APRA requirements. |

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| **About the Role** |
| Reporting directly to the General Manager of IT & Products, and indirectly to the Executive Manager Risk & Compliance, this role is instrumental in developing a mature and financial services industry standard Risk and Compliance operating model.  This role is critical in embedding the operational risk and compliance management frameworks, policies, processes, controls, obligations, reporting and governance into business-as-usual practices within the first line of defence model.  This is a full-time hybrid role. Mondays and Thursdays are the days that our team works in the office together.  Our office is in East Melbourne, close to beautiful garden spaces, CBD eateries and is a two-minute walk from Parliament Station. |

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| **Position requirements** | |
| Key Responsibilities: | * Risk identification, assessment and management * Managing and investigating operational risk events and incidents * Risk and control effectiveness assessments, control testing and assurance * Develop and support the implementation of remediation plans for identified control weaknesses * Managing IT risk and compliance obligations * Managing IT 3rd party outsourced partners, in line with CPS 231 * Enhancing controls and risk mitigation approaches * First Line risk and compliance reporting * Partnering with Second Line Risk * Contributing to internal audits, and managing findings and recommendations * Monitoring and reporting Risk Appetite Metrics and Key Risk Indicators * Contributing to the maintenance of IT related policies |
| Education/ skills/ experience | * 3+ years' experience in information technology and information security risk management, ideally within financial services * Demonstrated experience, knowledge and application of APRA Risk Management Prudential Standards, including operational risk and compliance frameworks and control assurance processes * Demonstrated experience in managing controls and obligations * Demonstrated experience of incident management practices * An ability to analyse trends (risks, controls, incidents etc), diagnose problems and issues and then take actions dealing with underlying root causes * Excellent written and oral communication * Tertiary Qualifications in a relevant discipline * Ability to determine delivered risks arising from projects and business change * Experience working with an enterprise risk management system (e.g. Protecht) is desirable |
| Key Stakeholders | Internal   * IT & Products team * Risk and Compliance Team * CEO and Executive Team * Audit and Risk Committee    External   * IT outsourced providers * Auditors * APRA * ASIC |

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| **CDF’s employee values** |
| **Values** –CDF is practically tasked with the provision of capital to Catholic organisations to support their growth and it does so consistent with the mandate above. The manner in which CDF seeks to undertake its work is also guided by scripture. The following scripture have been identified as particularly relevant:   * Care for others – *‘I give you a new commandment: love one another; you must love one another just as I have loved you. It is by your love for one another, that everyone will recognise you as my disciples.’* John 13:34-35 * The importance of wealth – *‘Do not lay up for yourselves treasures on earth, where moth and rust destroy and where thieves break in and steal, but* *lay up yourselves treasures in heaven, where neither moth nor rust destroys and where thieves do not break in and steal. For where your treasure is, there your heart will be also.’* Matt 6:19-21 * Sharing wealth – *‘And the crowds asked him, “What then shall we do? And he answered them, “Whoever has two tunics is to share with him who has none, and whoever has food is to do likewise.”* Luke 3:10-11 *‘Jesus looked up and saw the rich putting their gifts into the offering box, and he saw as poor widow put in two small copper coins. And he said “Truly, I tell you, the poor widow has put in more than all of them. For they all contributed out of their abundance, but she out of her poverty put in all she had to live on”.’* Luke 21:1-4 |