



Nourishing Our Country

OZHARVEST | JOB DESCRIPTION

Your Position title:	Risk & Compliance Support
You'll report to:	Director of Risk and Governance
Classification	Casual / Part time 2 to 3 days per week
Headcount or hours/wk:	0.6 FTE
Date:	12 January 2023

Your key relationships

You'll be part of the collaborative OzHarvest team, which includes the: Director of Governance, Risk & Compliance; CFO; the MTeam, Business Services and WHS Teams; and State Managers and People Leaders.

You'll also work with external stake holders including: OzHarvest pro bono lawyers and other service professionals, financial and fundraising partners, and regulatory authorities.

What we're about

Our purpose is to Nourish our Country through food rescue, education, community engagement and innovation.

As an organisation, we are connected by four key values:

Connected by a cause: We are a magnet for magnificent people, connected by our common purpose. Our cause comes to life with every single one of us. It will take all of us, every day, every way to achieve this.

Nourish & Grow: We're creating a culture of giving. When we grow ourselves, we grow each other and nourish others. When we nourish others, we ourselves grow. Not just in times of vulnerability, but as we thrive.

Boldly Courageous: We speak and act boldly for the change that needs to happen. We embrace every challenge with optimism, dignity and respect.

With Gratitude: We are always grateful to each other, to the people we serve, to the people we work with, the people who give so generously for the work we do, and we are grateful for the work to be done.

About the role

The primary role of the Risk & Compliance Support is to assist and support the Director of Governance, Risk & Compliance by:

- attending to various tasks and administrative functions to ensure that all OzHarvest activities, organisational, and business processes comply with the applicable laws and government regulations; and
- addressing all of the organisation's risks and monitor business compliance with governance frameworks; and
- help establish and maintain databases for business records, including, but not limited to contracts and licence registers, templates and precedents.

Your Key Responsibilities

G3/G4, 46-62 Maddox St, Alexandria
NSW 2015
1800 108 006
ozharvest.org
info@ozharvest.org



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Provide Support to the Director of Governance, Risk & Compliance in the following areas:

Governance:

- support the coordination of all new registrations, renewal of registrations and various licenses required to operate in various jurisdictions
- review WHS and Risk & Governance Frameworks and updates as required, including legal research on issues
- support continuous improvements of OzHarvest's governance systems and processes including monitoring, review and update as required
- establish and maintain Governance, Risk & Compliance portal for internal use
- review policies and procedures and update as required
- conduct legal research on governance and compliance issues

Risk:

- Coordinate and support the implementation of risk management plans encompassing identification of risks, mitigation plans and programs, policies and procedures.
- Monitor risk registers and risk assessments on business systems/processes/programs/controls and identify opportunities for improvement, and reporting on the required improvements
- Monitor and work with internal stakeholders on the implementation and roll out of the organisation's Business Continuity Plan (BCP) and Food Safety Recall Plans.
- Assist with the annual Insurance renewal process for general insurance cover, including updates to the Property and Motor Fleet Schedules and Assets Lists.
- Liaise with insurers and the relevant OzHarvest staff/volunteers to manage general insurance claims.

Compliance:

- assist with the testing of adherence to OzHarvest's policies and procedures and monitor internal compliance of the WHS and Risk & Governance Frameworks and review for updates
- conduct reviews and monitor branch and business compliance with the industry codes, policies and laws and regulations
- Monitor and maintain regulatory registrations and support the coordination of mandatory statutory reporting, reporting as required by the ACNC and Fundraising Authorities in each jurisdiction
- conduct research on legal and compliance issues as they arise

Personal Specifications

Qualifications and Certifications

- Law Degree or other Tertiary qualification in risk and compliance management
- Australian practising certificate issued by the designated regulatory authority in an Australian jurisdiction
- Current and Valid Police Check
- Current Covid 19 Vaccination Certificate

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Skills, Knowledge & Experience

- Current or recent experience in legal or similar professional services
- Relevant tertiary education
- Excellent communication skills, both verbal and written
- Excellent organisational skills
- Strong attention to detail
- Problem solving skills and a willingness to take ownership
- Understanding of legal and compliance concepts
- Excellent proficiency in MS Word, Excel, Power Point skills, Databases and Document Management Systems
- Experience using Salesforce or similar CRM database desirable
- Well-developed time management and organisational skills

Personal Abilities and Aptitudes

- Energetic, positive and proactive
- Strong communications skills and the ability to build and nurture relationships
- Strong customer service approach
- Ability to work effectively under pressure and deliver projects on time
- Maintain Confidentiality
- Strong commitment and enthusiasm towards the purpose of OzHarvest

Employee Acknowledgement

I acknowledge that I have read and understand the above Job Description and agree to carry out all duties as described to the performance standards required, adhering to the policies listed below.

Employees Name: _____

Signature: _____ **Date:** _____