



RICHMOND FOOTBALL CLUB POSITION DESCRIPTION

POSITION TITLE:	Risk and Compliance Advisor
EMPLOYER:	Aligned Leisure
REPORTS TO:	Business Development Manager
LOCATION:	Richmond, VIC, and other locations
TYPE OF EMPLOYMENT:	Full-time

ABOUT US:

The Richmond Football Club Group is Australia's most diversified sports organisation. Driven by our purpose of connecting to thrive and win, the Group connects with communities around Australia through cultural awareness, education, fitness, football, health, multiculturalism, sports and reconciliation.

We understand the power of sport to connect people, and at the heart of the Club's purpose is being involved with our community. At Richmond, culture is paramount, and the Club is committed to developing its people in a supportive environment. Connecting to Thrive and Win is not just about connecting with fans and members, but about staff, players and coaches connecting with each other with humour and care, through storytelling and authenticity, to build genuine relationships. We are an Australia Business Awards winner in the Employer of Choice Category, and a Flexible Work Champion. Flexibility is something we value. We recognize that this will mean different things to different people and are supportive of various flexible working arrangements, including the ability to work from home. We're committed to fostering a diverse and inclusive workplace and strongly encourage applicants from all backgrounds to apply.

Aligned Leisure was established as a vehicle to manage the Richmond Football Clubs health, fitness, and leisure business activities. Our programs and services are not about us; they are about our partners and will always be in total alignment with the needs of the specific community we are servicing. We deliver our partners' best value by aligning programs and services with critical local Council Plans.



POSITION PURPOSE:

The Risk and Compliance Advisor will ensure the Richmond Football Club Group operates an effective risk management and compliance system, with particular focus on risk, quality, safety and environmental management.

The Advisor will support the implementation of Aligned Leisure's Integrated Management System and maintain external certification to relevant standards.

Working with our teams across Australia, they will review, test, audit, monitor and report on risk management systems, including oversight of compliance to policies, procedures and processes. They will take a supportive, growth mindset approach to their work, focusing on continual improvement.

Playing a key link between the Board, Executive and operational areas of the business, they will play an important role in the overall performance of the organisation.

KEY RESPONSIBILITIES:

1. System development and management

- Manage the risk management and compliance system of the Richmond Football Club Group.
- Manage all risk and compliance platforms and workflows ensuring timely completion of tasks.
- Implement, monitor and review Aligned Leisure's Integrated Management System.
- Continuously improve Risk, Quality, Environment and OH&S Management Systems ensuring strong staff engagement and consultation.
- Deliver an easy to use and efficient risk and compliance system.
- Capture and monitor system performance with regular reports developed to meet various stakeholder needs.
- Provide system-based training.

2. Liaising with business stakeholders

- Regularly engage and consult staff ensuring involvement in the improvement of management systems.
- Provide proactive support and advice regarding changes in legislation, standards, emerging risks, and new products or services.
- Coach and mentor staff in our risk and compliance requirements in an efficient and easy to use manner.
- Develop and deliver training to ensure our operations are fully compliant and to support the timely reporting of incidents, root cause analysis and investigations.
- Support teams to develop risk assessments and safe operating processes.
- Deliver presentations on system performance and assurance to various stakeholders.



- Identify opportunities for consistent and efficient practices and processes across the entire Group.

3. Compliance and Certification

- Attain and maintain external certification to ISO 45001, ISO 9001 and ISO 14001 ensuring consistent practices and processes are implemented across all Aligned Leisure operations.
- Implement an assurance plan to provide independent oversight of critical strategic risks.
- Review and refine Aligned Leisure's annual Compliance Plan, influencing continuous improvement.

KEY RELATIONSHIPS:

- Aligned Leisure Executive and Operations Teams.
- Richmond Football Club Executive Team.
- Boards and Risk Sub-committees.
- External auditors and regulatory bodies.

SKILLS, EXPERIENCE & QUALIFICATIONS

1. At least three years' experience in a similar position managing risk and compliance areas for a multi-faceted business.
2. Relevant tertiary qualification is desirable.
3. Experience in maintaining ISO certifications for one or more of Occupational Health and Safety, Quality Management and Environmental Management.
4. Demonstrated experience managing competing demands and deadlines.
5. Experience and ability to provide coaching and mentoring to staff, with a commitment to continuous learning and development.
6. Strong customer service and stakeholder management experience.

PERSONAL ATTRIBUTES:

1. Highly organised.
2. Strong decision-making skills, including the ability to consult and gather information, consider alternatives, communicate decisions and review outcomes promptly.
3. High level communication and consultation skills, including a commitment to open, honest, two-way and frequent communication.
4. Conflict resolution skills.
5. Relationship building skills to work with internal and external stakeholders.
6. The ability to delegate, empower and engage staff.
7. A commitment to professionalism and accountability.
8. Unquestionable ethics, integrity, values and behaviours.



9. Strong oral and written communication skills.
10. Computer skills and familiarity with the Microsoft 365 suite of programs.

Our Commitment to the Safety and Wellbeing of Children and Young People

The Richmond Football Club Group is committed to providing an environment and culture that is caring and safe for all children and young people in our care through a wide variety of sporting, cultural and educational activities, events, services and programs.

In line with our purpose of Connecting to Thrive and Win, we want children and young people to feel safe, supported, respected and encouraged to reach their full potential, and only recruit people who, regardless of their role, will support such an environment.

This role will be subject to pre-employment checks, including a Police Check and a Working with Children Check.