

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Risk & Compliance

EXAMPLE 1

CAREER PROFILE

An executive, proficient in strategic risk profiling and analysis, communicating, and engaging with a range of stakeholder groups (Board, executive, line management, volunteer groups and government). Able to work across all levels to lead teams who can deliver governance, risk, assurance and insurance solutions to support Boards and Executive Leadership Teams to protect organisations in complex and challenging environments.

SKILLS & ATTRIBUTES

Technical Management & Leadership

- Member of senior leadership teams, with proven effectiveness in dynamic and complex environments
- Expertise in strategic risk profiling and analysis, as well as the management of risk, assurance, and insurance management frameworks
- Leading and collaborating with multi-disciplinary teams across diverse cultures at all levels successfully implementing new initiatives and effecting cultural and behavioural change
- Providing strategic policy and other advice at the most senior levels of decision-making, with high-level engagement and communication abilities
- Managing insurance claims, and effectively advocating with insurers during contract renewal processes

Corporate & Commercial

- Conducting strategic, risk and commercial reviews and making recommendations to executives, Finance, Risk & Audit Committees and Boards
- Budget preparation and monitoring, forecasting, financial analysis, and Executive/Board reporting
- Project and Contract Management, including budgeting, cost control, task allocation and coordination
- Good understanding of corporate secretarial functions and familiarity with the Victorian Government's Treasury Standing Directions, as well as Local Government requirements

Business Development, Communication & Interpersonal

- Proficient presenter and communicator to Boards, executive teams, and other decision-makers
- Experienced in relationship and business development roles and participating in preparing tender/business submissions across corporate and government spheres
- Research, analyse and summarise complex data, draw conclusions, make decisions, and implement
- High attention to detail and able to manage conflicting priorities

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EXAMPLE 2

PROFILE

As a highly skilled and ethical senior governance executive with over 20 years experience in all aspects of Risk Management, Internal Control, Process Improvement, Compliance and Governance disciplines, I have a proven track record of building an integrated team to deliver an efficient, risk focused approach to governance assurance for Executive Management and Board of Directors.

With a decisive and engaging leadership style, team orientation and solution based approach, I build effective relationships across the business using my advanced communication and analytical skills to quickly understand risks, processes and business drivers, supporting key decision makers implement profitable business strategies.

SKILLS & ATTRIBUTES

Leadership & Managerial

- Strong, engaging leadership style, enabling effective teamwork and high quality performance in complex and challenging business environments
- Astute people and stakeholder management abilities, with a bias towards action and results
- Design and drive the implementation of strategic initiatives
- Plan and lead process improvement, including initiating and driving change
- High integrity, value adding and results driven approach as a genuine hands-on operator
- Logical, analytical thinker, quick to discern key issues, alternative options and drive solutions

Technical Capabilities

- Set up and/or oversee financial and operational controls and governance within the organisation
- Adaptability to take on additional significant issues, designing, implementing and integrating solutions into department and team scope
- Advanced risk and internal control including Company policy review, design and evaluation, facilitation of strategic Risk Management Workshops, design and implementation of remediation strategies and process evaluation and redesign
- Advanced compliance (Company Code of Conduct and AntiTrust Legislation) including, business partner Code of Conduct and due diligence evaluation, business ethical advisory, internal compliance investigations, design, localisation and delivery of Compliance/Code of Conduct training programs
- Export Control regulations and compliance

Interpersonal & Communication

- Establish trusted working relationships with all levels of the organisation
- Strong collaborative style to ensure maximum results from individuals and project teams
- Extensive training delivery and instructional experience
- Experienced author of board papers, presentations, training material and detailed reports
- Work under pressure and multitask, to produce quality outcomes
- Core values of integrity, ethics, credibility, reliability and collaboration

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EXAMPLE 3

PROFILE

An executive, proficient in strategic risk profiling and analysis, communicating, and engaging with a range of stakeholder groups (Board, executive, line management, volunteer groups and government). Able to work across all levels to lead teams who can deliver governance, risk, assurance and insurance solutions to support Boards and Executive Leadership Teams to protect organisations in complex and challenging environments.

CAREER OBJECTIVE

I am seeking an Executive role providing leadership in Governance, Risk, Assurance, and Insurance ensuring corporate brand protection. I wish to use my strong strategic, stakeholder collaboration, problem solving and commercial skills to embed robust processes, drive improvement and provide sound advice to senior leadership teams.

SKILLS & ATTRIBUTES

Technical Management and Leadership

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- Leading and collaborating with multi-disciplinary teams across diverse cultures at all levels successfully implementing new initiatives and effecting cultural and behavioural change
- Providing strategic policy and other advice at the most senior levels of decision-making, with high-level engagement and communication abilities
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Corporate and Commercial

- Conducting strategic, risk and commercial reviews and making recommendations to executives, Finance, Risk & Audit Committees and Boards
- Budget preparation and monitoring, forecasting, financial analysis, and executive/Board reporting
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Business Development, Communication and Interpersonal

- Proficient presenter and communicator to Boards, executive teams, and other decision-makers
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- High attention to detail and able to manage conflicting priorities

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EXAMPLE 4

PROFILE / CAREER OBJECTIVE

Company Secretary and Risk Professional with over 10 years experience across corporate governance, compliance, legal, policy making relating to Corporate Social Responsibility (CSR) and Environmental Social & Governance (ESG), due diligence and review of financial statements. Highly effective in Board meetings, Annual General Meetings (AGM), Committees (such as CSR & Audit and Risk Management Committees), audits, reports, documentation and filings. I have worked with large multinational companies in both public and private sectors with a high level of professional integrity and resilience.

My qualifications include being an associate member of The Chartered Governance Institute of Australia, complemented by a Master of Laws (LL.M). These credentials, along with my extensive professional background, have equipped me to provide top-tier support in diverse industries and functional areas. I am now eager to find a similar role that leverages my expertise while offering opportunities for personal and professional growth.

SKILLS & ATTRIBUTES

- **Corporate Governance** – Constitution of the Board consisting of Independent Directors, Board Meetings and AGM, Notice and Minutes, financial reporting, Audits, Documentation, Filing, internal controls, policies review and implementation, statutory records and registers, transparency and ethical working to ensure that timely and accurate information is given to various stakeholders, Directors Report, Annual Report, etc
- **Compliance** – Regulatory Compliance within given time frames
- **Risk Management**- Effective risk management strategies implementation to identify, assess, and mitigate risks to the organisation
- **Policies and Procedures** – Knowledge of risk management policies, procedures, guidelines, Treasury Policies, Environmental Social & Governance (ESG) policies, review of those policies to meet regulatory changes and requirements
- **Communication** - Strong multitasking abilities to meet deadlines with a high level of professional integrity and resilience
- **Interpersonal** - Highly developed communication and negotiation abilities, including engaging with stakeholders and external auditors
 - Self-motivated, results-driven and able to work independently or in small teams
- **Insurance** – Directors & Officers' Liability Insurance