



**POSITION TITLE:** Risk and Compliance Officer  
**DEPARTMENT:** Business Operations  
**DATE:** July 2025  
**REPORTS TO:** Chief Financial Officer  
**FTE:** Full Time  
**LOCATION:** Richmond, Melbourne (Hybrid)

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### **CBM AUSTRALIA**

CBM Australia is Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

### **ORGANISATIONAL VISION**

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

### **ORGANISATIONAL MISSION**

CBM is fighting to end the cycle of poverty and disability.

### **DEPARTMENTAL OBJECTIVE**

Inspired by our organisational values, the Business Operations department is the operational backbone of CBM, enabling the organisation and its people to deliver on our mission. The team uses deep expertise and experience to evolve fit-for-purpose practises, systems and processes, ensuring a whole of organisation view of the CBM working community. Members of the Business Operations department provide value through strategic advice, expertise, guidance, and support for all areas of CBMA in relation to business performance, capability, technology and governance.

### **REPORTING TO**

This role reports to the Chief Financial Officer within the Business Operations department. The Director, Capability and Business Performance is the Chief Risk Officer and the Chief Safeguarding Officer at CBM.

### **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement. This role requires a current Working with Children Check.

### **RESPONSIBLE FOR**

This role plays a critical part in CBM's pursuit of best practice in managing the compliance and risk environment related to our work.



The role will have responsibility for supporting compliance and risk practice at CBM Australia, intersecting with all areas of the organisation. This includes planning and delivery of practices to ensure regulatory obligations (ACFID, DFAT, ACNC, PCI, FIA) are met; management of the policy library guiding organisational practice, and accountability for risk management education, assessment and mitigation practices at CBM.

The incumbent will work in partnership with key regulatory and risk responsibility holders at CBM to build a strong and collaborative environment in which our regulatory and risk obligations are effectively managed. This role is the organisational project lead for our ACFID Compliance Self-Assessment (CSA) and DFAT accreditation processes (2025-6).

**The ideal candidate will bring the following:**

- Experience, knowledge and skills to manage and maintain practices in response to regulatory and legislative requirements within medium sized organisations at both the system and the detailed level.
- Excellent planning and project management skills to ensure work is well planned and delivered within a busy organisation.
- Experience and knowledge to provide expert advice to the Executive leadership team and Leadership Group, and guide organisation practice with appropriately designed and delivered training that builds our collective practice.
- Strong collaboration and communication skills to build understanding and organisational buy-in, so that regulatory work is understood, embedded in everyday practice, and a shared priority of our organisation.
- System thinking skills and proficiency in using technology well to streamline and digitise the way we enact our regulatory obligations in practice.
- Well-honed interpersonal and team building skills that enable a positive and impactful working environment.

**MAIN ACTIVITIES**

**1. Coordinate and maintain the policy, compliance and risk ecosystem at CBM Australia.**

- Manage the organisation library of policies, standards and procedures, their regular review and renewal, including consultation processes.
- Work with organisation position holders/subject matter experts to systematically review and update the library in line with agreed cycles.
- Ensure the library is fit for purpose, accessible to all and understood by the organisation.
- Monitor changes to regulatory obligations, socialise changes with relevant position holders and ensure CBM Australia documents are current and accurately meet requirements.
- Coordinate and/or deliver education and communication on policy, compliance and risk.
- Maintain mapping of all regulatory obligations, how requirements are being met in practice at CBM Australia, including position holder responsibilities.



- Build connections with peer organisations and sector peak bodies, including ACFID, to ensure our practice is appropriate.
- Maintain systems and processes for whistleblowing and safeguarding management by relevant CBMA staff.

## **2. Compliance Audits, Alliance Standards and Reporting**

- Oversee CBM's compliance with external regulations and manage all audits, submissions and accreditation assessments in conjunction with the relevant leading staff member at CBM.
- Lead project management for significant accreditation and audit projects, coordinating and collaborating with a cross-organisation team.
- Maintain current knowledge about our regulatory partners and augment our approaches in line with any changing expectations.
- Maintain organisational incident records including associated reporting.

## **3. Risk management**

- Lead the management and maintenance of the organisational risk registers (strategic and operational), ensuring an effective process for active engagement and updating by risk owners.
- Ensure risk controls and treatments are kept current.
- Support the design and delivery of risk management training for the organisation to build understanding and buy-in to a collective risk management ethos in line with our risk management framework.
- Prepare risk reports for executive and Board audiences.
- Input to emerging risk discussions and assessments.

## **4. Other compliance administration**

- Support of any other organisational compliance activities as directed by manager

## **KEY SKILLS/QUALITIES**

- Enthusiasm for the mission of CBM Australia and comfort with being part of a faith-aligned organisation.
- Relevant tertiary qualifications (i.e. legal, audit, compliance, business, HR) with a minimum of 3-5 years' experience.
- Knowledge and experience in meeting the requirements for effective compliance systems and interpreting relevant regulatory requirements into practice.
- Experience in compliance and risk management for a regulated sector.
- A belief in embedding compliance into everyday processes, rather than regarding it as a tick box exercise bolted on to everyday business practice.
- Exceptional planning skills that support an effective project management approach.
- High attention to detail and accuracy both numerical and written.
- Proficient in working in a digital technology environment, with interest in streamlining and transforming the way compliance is embedded into business processes.



- Strong self-motivation, organisational and time management skills, able to prioritise effectively and work independently with minimal supervision while also being a positive team player.
- Excellent communication skills, both written and verbal, with the ability to build and maintain strong and collaborative relationships across the organisation with all staff.
- Ability to clearly communicate and translate risk and compliance priorities in language which resonates with staff less familiar with the language and concepts.
- Approachable and able to relate well to a range of different people, sensitive, knowledgeable, and committed to building a gender, ethnicity and disability-inclusive workplace.
- Experience leading or supporting accreditation or audit processes.
- Experience in compliance and risk with an INGO or other organisations where compliance obligations are set by external regulatory bodies.

### **INTERNAL CONTACTS**

All CBM Staff

### **LEVEL OF DIRECTION OR SUPERVISION**

This role encompasses a high degree of autonomy and reports to the Chief Financial Officer. It is part of the Business Operations department.

The role involves collaboration with function leaders across the organisation, including the Executive leadership team, the Company Secretary, CFO, CIO, and other specific functions to which regulatory obligations are relevant.