

Risk Specialist

- **Reporting To:** CFO
- **Business Unit:** CFO Portfolio
- **Enterprise Agreement:** Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2025–2027
- **Classification:** Grade 6
- **Review Date:** 7 July 2026

Position Purpose:

Oral Health Victoria (OHV and formerly Dental Health Services Victoria) is the leading public oral health agency in Victoria. We aim to improve the oral health of all Victorians, particularly vulnerable groups, and those most in need. OHV is funded by the State Government to provide clinical dental services to eligible Victorians. As trusted advisors in public oral health policy and program and guideline development, we continue to contribute to improving oral health in our communities.

The portfolio of the Chief Finance Officer (CFO) includes payroll, finance, logistics, facilities and technical services support. As part of the CFO portfolio, the Risk Specialist is responsible for leading and supporting OHV's enterprise risk management framework by identifying, assessing, monitoring and reporting organisational risk. This role will also support the coordination of legal requirements, including contract management, for OHV.

The role provides strategic and operational leadership working collaboratively across operational and corporate areas to strengthen risk maturity, internal controls, support compliance obligations and promote a proactive risk culture. The position ensures risks are effectively managed to support organisational performance, safety, financial sustainability and strategic objectives.

Role Accountabilities:

- Support the continuous improvement of the enterprise risk management framework, reporting through to the Board on a regular basis.
- Facilitate risk identification, assessment, and mitigation activities across departments. Maintain organisational risk registers and ensure risks are

appropriately reviewed and updated. Facilitate training, where required, to strengthen organisational risk capability

- Monitor emerging risks and provide analysis on trends and potential impacts.
- Support compliance monitoring and reporting obligations, particularly with key funders and critical government stakeholders.
- Ensure compliance with health service policies and accreditation requirements.
- Manage legal requirements within the organisation, and coordinate external legal providers as required.
- Support contract reviews, negotiations and recommendations, in line with business requirements
- Lead and support internal audit processes and track action implementation.
- Prepare risk reports, dashboards, and presentations for leadership and boards.
- Partner with operational leaders to embed risk management practices into business activities.
- Contribute to continuous improvement initiatives and control effectiveness reviews.

Other items

- Support the Executive team with ad hoc requests as required.

Generic

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.

- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the environment by actively participating in the ongoing identification and prevention of risks
- Participate in myDevelopment ensuring goals are signed off and reviewed

Role Requirements:

Knowledge:

Mandatory

- Strong analytical, problem-solving and decision-making capability.
- Qualifications in Risk and/or legal and/or governance management, or a related discipline.
- Demonstrated experience in risk management, compliance, governance, or assurance functions.
- Strong analytical and problem-solving skills.
- Highly developed stakeholder engagement and communication skills, with a strategic focus.

Desirable

- Knowledge of OHV and public oral health
- Knowledge of public health and government health services legislation, regulations and policies

Experience

Mandatory

- Minimum of 8 years' experience in risk management and / or legal
- Demonstrated experience in risk management, compliance, governance, or assurance functions.
- Experience managing stakeholders with a focus on relationship building, collaborating and managing the expectations and providing an outcome that benefits the organisation
- Experience in managing multiple priorities, ability to communicate and influence, at Board and Executive level
- Experience preparing reports and presenting information to senior stakeholders including the Board.

Behavioural Competencies:

- Adaptability
- Building Trust
- Collaboration
- Leading Team Success
- Decision Making
- Quality Orientation/Initiating action
- Managing Work
- Continuous Improvement Mindset

Personal Attributes:

- Results driven
- Highly organised with strong attention to detail
- Self-starter and highly organised
- Authentic and respectful
- Leadership qualities to support Board, Executive and managers
- Collaborative team player
- Passion for results