POSITION DESCRIPTION

Cancer Council Australia is the leading national non-government cancer control organisation. We develop and promote independent, evidence-based policy and information on cancer prevention, detection, treatment and care. We support our members, the eight state and territory Cancer Councils, to: undertake and fund cancer research; prevent and control cancer; and provide information and support for people affected by cancer.

JOB TITLE:	Senior Manager - Risk Compliance & Governance	**DIVISION:**	Risk, Compliance, Governance & Legal
LOCATION:	Sydney	**STATUS:**	Full-time
REPORTS TO:	Director - Commercial & Corporate Services	**HOURS:**	**35**
AWARD:	Award Free	**AWARD:** ☐ YES	**AWARD**: ☒ NO
POSITION NO:	CCA-CSD-09-2026	**LAST UPDATED:**	July 2026

Organisational context

As Australia's leading cancer charity, Cancer Council unites the community, provides support, invests in research and saves lives. We are proud to work across all stages of the cancer journey from prevention to end of life.

Cancer Council Australia's (CCA) key strategic priority areas are research, prevention, support, policy, advocacy and sustainability.

Role description

The Senior Manager – Risk, Compliance & Governance is responsible for safeguarding trust and strengthening organisational performance by embedding robust risk, compliance & governance practices that ensure the organisation meets its legal, ethical and community obligations.

Reporting to and supporting the Director – Commercial & Corporate Services, this role ensures that strategic, operational, financial and compliance risks are identified, assessed, monitored and mitigated in alignment with the organisation's mission and regulatory obligations. The position will partner closely with CCA Executive leadership team (ELT) to cultivate a strong risk culture, support strong governance and build capability to support accountability, transparency and sound decision-making across all levels of the organisation.

Primary Accountabilities

Risk Management

- Lead the implementation of CCA's risk management framework, ensuring risks are identified, assessed, monitored, mitigated and reported.
- Working closely with the ELT, maintain and update CCA's risk register, ensuring accuracy, regular review and reporting to the Finance, Risk and Audit Committee (FRAC) and Board.
- Facilitate risk workshops, training & capability-building for leaders and staff.
- Provide timely risk reporting to the Director - Commercial & Corporate Services, CEO, ELT, Finance, Risk and Audit Committee (FRAC), Governance Committee and CCA Board.
- Support risk-based decision making across strategic planning, major projects, and operational activities.

Compliance Management

- Develop, maintain and oversee the compliance management framework.
- Identify relevant legal, regulatory, contractual and policy obligations and ensure compliance controls are in place.
- Monitor compliance performance, escalate breaches or incidents and lead or support investigations.
- Ensure timely reporting of compliance matters to regulators (where required), internal committees & forums and the Board.
- Develop compliance training, awareness programs and tools for employees and leaders.

Policy & Framework Development

- Lead the development, review and continuous improvement of governance, risk and compliance policies, frameworks and associated procedures.
- Ensure frameworks are fit-for-purpose, contemporary and aligned with relevant standards including ISO31000 – Risk Management), ACNC and WHS.
- Provide advice on integrating risk and compliance into organisational processes and systems.

Governance Support

- Assist with the coordination of Board and Governance processes, including reporting papers, forward agendas, outstanding action items and quality assurance (e.g. Minutes).
- Ensure governance obligations, delegations / decision-making structures are current and fit-for-purpose, understood and adhered to (e.g., Delegations of Authority).
- Support the CEO/Company Secretary and Legal Counsel with Compliance lodgments, governance reviews and board improvement initiatives (e.g. compliance with The Essential Eight – re. Cybersecurity risk).

Insurance Management

- Maintain and communicate insurance policies and procedures.
- Manage and assist with insurance-related enquiries and claims and liaise with insurance broker and insurers.
- Manage the insurance renewal process.

Incident, Issues & Audit Management

- Escalate key risk issues and non-compliance to the Director – Commercial & Corporate Services.
- Oversee incident reporting and management systems, ensuring root cause analysis and timely corrective actions.
- Oversee the development and delivery of the annual Internal Audit plan.
- Track audit recommendations and ensure closure of actions with responsible teams.
- Identify systemic issues and drive continuous improvement initiatives.
- Ensure a robust Business Continuity / Disaster Recovery plan is implemented (including regular testing) to effectively manage potential and actual business interruptions. This role will work closely with the CCA's IT managed services provider and members of the CCA Operations team.

Reporting & Insights

- Prepare and present regular and ad-hoc high quality reports for ELT, FRAC and Board, translating complex information into clear insights.
- Provide analysis of emerging risks, compliance trends, legislative changes and industry developments.
- Advise senior leaders on risk, compliance and governance requirements.

Culture, training & Capability Building

- Build organisational understanding of risk, compliance and governance requirements.
- Deliver training, guidance and resources to strengthen understanding and capability and embed strong practices across the business.
- Champion a culture of accountability, transparency, ethical conduct & continuous improvement.

Other Accountabilities

Stakeholder & Relationship Management

- Build and maintain effective relationships with the ELT by serving as an advocate and reference point on risk management to influence the development of a mature risk culture at CCA.
- Partner with the ELT and leaders across the organisation to support risk assessments, compliance activities and governance requirements.

- Liaise with Federation committee and forum members, external regulators, auditors, legal advisors, and governance bodies as required.
- Influence senior stakeholders through strategic advice and strong communications.

Main Challenges

- Balancing risk appetite with mission-driven service delivery in resource-constrained environments.
- Navigating complex regulatory landscapes across multiple jurisdictions and funding bodies.
- Marked uplift in regulatory scrutiny and compliance expectations/requirements, with new laws and strengthened enforcement across areas like cybersecurity, wage integrity, climate reporting, psychosocial safety and anti-money laundering.
- Embedding risk management practices in an immature environment.
- Responding to emerging risks such as AI, cybersecurity, reputational threats, and climate-related disruptions.

Key Relationships

Position reports to: Director – Commercial & Corporate Services

Position works closely with:

- Legal Counsel, Finance team, FRAC, ELT, Program Managers
- External stakeholders: Regulators (e.g., ACNC, ATO), Insurers, Legal Advisors, Funding Bodies, Suppliers

Selection Criteria

1. Essential

- Tertiary qualifications in risk management, law, business, or a related discipline.
- Extensive risk and compliance management experience at a senior level, preferably within the not-for-profit or public sector.
- A pragmatic approach to risk management (“fit for purpose”), with strong commercial acumen.
- Solutions driven and results focussed attitude, with strong time management skills and the ability to work independently.
- Demonstrated knowledge of Australian regulatory frameworks including ACNC, WHS, and privacy legislation.
- Strong analytical, communication, and stakeholder engagement skills.
- Strong report writing skills (Board level).
- Proven ability to develop and implement risk frameworks and lead organisational change.

2. Desirable

- Experience working with Boards or governance committees.

- Information Technology and Privacy risk (cybersecurity, data security).
- Expertise in insurance renewals and claims and managing insurance portfolios
- Familiarity with ISO 31000 – Risk Management and other risk management standards.
- Understanding of funding compliance and reporting obligations in the NFP sector.
- Experience in crisis management or business continuity planning.
- Manufacturing / Product background – regulatory affairs

APPROVED BY:	CEO	**Date: July 2026**