



POSITION DESCRIPTION

Position Title:	Fraud Manager
Cluster / Business Unit / Division	COO Group
Section or Unit:	Regulatory & Governance
Classification:	Band 7
Job Family:	Compliance & Regulation
Position Description Number:	PD-2390
Work Contract Type:	Manager
STEMM/NON-STEMM:	NON-STEMM
STEMM CATEGORY:	N/A

POSITION PURPOSE

The Fraud Manager is responsible for the management of the fraud and corruption framework. The role is responsible for implementing and maintaining enterprise-wide fraud/corruption prevention policies and conflicts procedures to safeguard sensitive data and protect ANSTO's reputation. This includes reviewing internal processes and recommending controls to strengthen risk management for ANSTO. In cases where fraud/corruption incidents have been identified, the Fraud Manager investigates cases in line with directives provided and maintains detailed accurate records.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Chief Operating Officer Group brings together several Corporate Services Functions from across ANSTO; creating greater synergies across operational areas of our organisation, and more streamlined interfaces with the Department of Industry, Science, Energy and Resources and other Federal agencies.

- Finance and Operational Services
- Government and International Affairs
- Legal Services
- People, Performance and Capability
- Regulatory and Governance
- Corporate Affairs
- Capital Program Management Office

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

Key areas of focus will include:

- Developing and implementing policies, procedures and controls for fraud prevention;
- Conducting regular risk assessments in conjunction with the business and identifying potential areas of risk

- Develop, implement, and continuously improve threat management, fraud and corruption and undertake protective security frameworks in collaboration with key business areas.
- Managing policies, procedures, and systems to consider if reasonable steps are taken to protect data and confidential information from theft, misuse, and unauthorised access. Recommending additional controls or oversight to mitigate risk.
- Identifying and developing continued key threat management frameworks and assist the business by conducting root cause analysis'
- Management of the conflicts of interest portal and register;
- Management of whistleblowing and feedback tools and registers;
- Lead investigations of alleged or suspected employee fraud, theft, corruption, conflicts of interest;
- Maintaining accurate and detailed fraud and corruption case files;
- Analysing records of previous fraud cases to inform program controls;
- Assisting the General Manager, Regulatory & Governance and Senior Manager, Regulatory & Compliance with compiling reports and undertaking internal audits, as required.
- Provide training to employees on fraud/corruption prevention best practices.
- Developing and maintaining relationships with external regulators;
- Providing a wide range of advice to a diverse range of stakeholders on risk and threat management outcomes;
- Undertake detailed and specific analysis, trending and forensic investigation of data;
- Detailed analysis of financial data and accounting entries;
- Prepare detailed reports and summaries on findings;
- Draft detailed recommendations of any investigations and present findings;
- Evaluate processes to identify internal control weaknesses and potential for loss and develop recommendations to remediate and mitigate loss;
- Partner with internal/external stakeholders on loss prevention issues, fraud prevention measures and implementing loss prevention programmes and controls across and within the broader organisation;
- Review and audit all internal processes;
- Analyse records of previous fraudulent activity and cases to gauge future control procedures;
- Manage requests for surveillance data, as well as manage and coordinate key threat management processes;
- Assisting in determining the root cause analysis of internal threat activities;
- Evaluate processes to identify internal control weaknesses and potential for loss and develop recommendations to remediate and mitigate loss;
- Contribute to the development of data mining, monitoring and analytics to detect patterns indicative of fraud;
- Partner with internal stakeholders on loss prevention issues, fraud prevention measures and implementing loss prevention programs and controls within the broader organisation.

Decision Making

- The position sits within the Regulatory & Governance function and reports to the Senior Manager, Regulatory Affairs and Compliance, who in-turn reports to the General Manager, Regulatory and Governance.
- The position works within the regulatory and compliance framework. Within this framework the position has some independence in determining how to achieve objectives, including deciding on methods and approaches and operations.
- The position assists to coordinate responses to internal inquiries and prepares responses for external enquiries in consultation with the Senior Manager, Regulatory Affairs and Compliance and the General Manager, Regulatory & Governance and approved in accordance with ANSTO's Delegations Manual.

- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Providing accurate, clear and authoritative advice and information on fraud, corruption, conduct and conflict matters to internal stakeholders.
- Obtaining current related compliance data from key stakeholders across the organisation.
- Ensuring reporting deadlines are met by interpreting licensing and regulatory requirements, facilitating timely reporting, and meeting the tight time frames required for specific reports.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Assist the Senior Manager, Regulatory & Compliance and General Manager, Regulatory & Governance to provide independent advice on fraud, corruption, conduct and conflict matters and dealing with all relevant regulators. • Coordinate and facilitate regulatory reporting. • Communicate regulatory updates.
Work area team members	<ul style="list-style-type: none"> • Collaborate and share accountability.
Other departments (name)	<ul style="list-style-type: none"> • Coordinate training and coordinate knowledge development.
External	
Regulatory Agencies	<ul style="list-style-type: none"> • Establish and maintain an effective and collaborative working relationship with external regulators.

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Senior Manager, Regulatory & Compliance
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements

Location:	Lucas Heights based but working in different areas of designated site/campus as needed.
Travel:	May be required travel to ANSTO sites from time to time. May be required to travel interstate.
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Public speaking
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions

Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

Workplace Health & Safety

Specific role/s as specified in AP- 2362 of the ANSTO WHS Management System

All Workers
Managers / Leaders / Supervisors
Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualifications in accounting, law, policy development or equivalent.
2. Extensive experience in financial compliance, fraud, risk, audit and governance would be an asset.
3. Ability to maintain confidentiality and to work independently on sensitive issues.
4. Demonstrated understanding of the government agencies fraud and corruption requirements, financing and procurement systems and processes.
5. Strong written and oral communication skills.
6. High level of investigative and audit skills.
7. Demonstrated experience working effectively with senior executives within government agencies.
8. Excellent interpersonal skills
9. Willingness to work collaboratively with counterparts, peers, and community members.
10. Ability to work under pressure and to deliver within agreed time frames.
11. Proven ability to apply relevant government legislation, regulations, reporting directives and procedures, to achieve optimal organisational outcomes.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Jade Greenhalgh	Name:	Jakob Vujcic
Title:	Senior Manager, Regulatory & Compliance	Title:	General Manager, Regulatory & Governance
Signature:		Signature:	
Date:		Date:	