<table>
<thead>
<tr>
<th>POSITION DESCRIPTION</th>
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<tr>
<td><strong>POSITION TITLE:</strong></td>
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<td><strong>CED EVALUATION:</strong></td>
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<td><strong>POSITION REPORTS TO:</strong></td>
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<td><strong>POSITION DOCUMENT APPROVED:</strong></td>
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CHIEF EXECUTIVE OFFICER
1. PURPOSE OF POSITION

The Manager, Compliance and Risk is responsible for four broad functional areas within Funds SA:

- Risk Management – coordinating and overseeing all risk management activities;

- Compliance - ensuring compliance with internal policies, relevant contracts/agreements and all legal and regulatory requirements in accordance with an internal Compliance Plan;

- Internal audit – acting as the prime day-to-day contact for the outsourced internal audit provider(s); and

- Audit and Risk Management Committees – acting as the executive officer of the Funds SA’s Audit and Risk Management Committees.

The Manager, Compliance and Risk provides guidance, advice and assurance to the Funds SA Board, Audit Committee, management and staff with respect to the functional areas described above.

2. REPORTING RELATIONSHIPS

The position reports to the Chief Financial Officer.

The position also has independent and unfettered access to the CEO, the Chair of the Audit Committee and the Audit Committee on compliance and risk management related issues.

3. ORGANISATION BACKGROUND

Funds SA is a statutory authority set up by the South Australian (SA) Parliament to invest and manage the SA Public Sector superannuation funds and the nominated funds of approved authorities. It currently has 24 employees, is governed by a Board of 7 members and reports to the Treasurer of South Australia. It manages in excess of $14 billion of funds (as at 30 June 2010).

The function of Funds SA is to invest and manage public sector superannuation funds and the nominated funds of approved authorities pursuant to strategies formulated by the Corporation. The objective is to perform this function to achieve the highest return possible on investment of the public sector superannuation funds while having proper regard for:

- the need to maintain the risks relating to investment at an acceptable level;

- the need for liquidity in the funds; and

- such other matters as are prescribed by regulation.

The Board’s corporate governance system specifies a culture that supports an appropriate balance between delegation, staff empowerment, authorisation, control, compliance and risk management. The Manager, Compliance and Risk plays a key role in supporting and maintaining the Board’s desired corporate culture specifically through reinforcing compliance and risk management values throughout Funds SA and performing reviews that verify adherence to the organisation’s policies and systems of risk management and compliance.
4. SPECIAL CONDITIONS

Some out of hours work and Interstate travel may be required.

5. FUNDS SA'S RISK MANAGEMENT, COMPLIANCE AND INTERNAL AUDIT/ASSURANCE FRAMEWORK

Funds SA’s risk management, compliance and internal audit/assurance framework can be described as follows:

Risk Management

- The Risk Management function sits at the very top of the framework. Risk management principles are embedded throughout Funds SA's governance framework, specifically the SFMC Act, the Corporate Governance Policy and the Investment Policy Statement.
- The risk management function commences with a Business Risk Analysis, which aims to identify and then rank all material risks facing the organisation based on impact and likelihood assessments.
- The risks are then documented in the Corporation's Risk Register and a Controls Assessment determines residual risks remaining after existing risk treatment strategies are considered. Significant residual risks generally form the basis of separate risk management projects or strategies, and/or an internal audit program or compliance program, depending on their nature.
- The Manager, Compliance and Risk is responsible for undertaking/facilitating the Business Risk Analysis and for the development, maintenance and review of the Risk Register and Controls Assessment. This involves consultation with staff across all functional areas.

Compliance Management

- The Compliance function is governed by a Board-approved Compliance Policy, the purpose of which is to stipulate the framework by which Funds SA complies with the requirements of relevant legislation, government requirements, industry codes of practice, internal policies and service provider contracts/agreements.
- Funds SA’s compliance requirements are documented in a Compliance Plan which includes a list of compliance requirements, their frequency and verification method.
- The Manager, Compliance and Risk is responsible for performing and/or overseeing periodic Compliance Plan reviews and reporting review results and action plans to senior management, the Risk Management Committee and the Audit Committee.

Internal Audit/Assurance

- Funds SA's governing legislation, the Superannuation Funds Management Corporation of South Australia Act 1995, requires the organisation to establish and maintain effective internal auditing of its operations and of the assets under management.
- The Audit Committee is responsible for the internal audit function, including the annual Internal Audit Plan. The Internal Audit Plan comprises a number of prioritised projects that the Audit Committee determines from the Business Risk Analysis and Risk Register.
- Funds SA's internal audit activities are undertaken by an external firm.
- The Manager, Compliance and Risk is the primary day-to-day contact for the internal auditors and is responsible for facilitating their execution of the Internal Audit Plan.
6. NATURE AND SCOPE OF WORK PERFORMED

6.1 Risk Management

The risk management responsibilities and tasks for the position include, but are not limited to:

- Undertaking the Business Risk Analysis and documenting the results;
- Developing, maintaining and reviewing the Risk Register;
- Performing the Controls Assessment;
- Undertaking risk management projects, as required;
- Developing and reviewing relevant risk management documents, such as the Derivatives Risk Statement;
- Communicating and promoting required risk management activities and initiatives to colleagues, internal and external auditors, the Risk Management Committee and the Audit Committee;
- Performing the role of executive officer of the Risk Management Committee, including meeting and paper co-ordination.

6.2 Compliance Management

The compliance management responsibilities and tasks for the position include, but are not limited to:

- Developing and reviewing of the Board-approved Compliance Policy;
- Developing, maintaining and reviewing the Compliance Plan;
- Performing compliance reviews as required under the Compliance Plan and reporting upon the results of these reviews to senior management and the Audit Committee;
- Ensuring that periodic reviews of compliance with the Investment Policy Statement, Investment Management Agreements and the Custody Agreement are performed in a timely and comprehensive manner;
- Investigating and reporting on compliance breaches, and identifying and documenting agreed-upon remedial actions;
- Monitoring legislative developments and practices within the investment industry which may impact on Funds SA, particularly in the areas of governance, investment, finance, auditing and superannuation.
- Ensuring that Funds SA's compliance framework complies with government requirements, for example the Treasurer's Instructions;
- Identification and development of compliance education/training for Funds SA staff.

6.3 Internal Audit

The position's responsibilities with respect to the internal audit function include:

- Acting as the day-to-day primary contact for the outsourced internal auditors;
- Developing and reviewing the Internal Audit Charter;
- Developing the draft Internal Audit Plan in conjunction with the CEO, CFO and internal auditors for presentation to the Audit Committee for approval;
- Facilitating internal audit reviews, including organising meetings with relevant Funds SA staff and external service providers.
6.4 Other

The Manager, Compliance and Risk will also undertake other duties, including but not limited to:

- Audit Committee – acting as executive officer of the Audit Committee, including responsibility for the development and review of the Audit Committee Charter and annual program;

- Risk Management Committee – acting as executive officer of the Risk Management Committee;

- Special Projects - undertake special projects as instructed by the CFO, CEO or Audit Committee; and

- Policy/procedures – participate in the development, documentation and review of Corporation policies and procedures, as required.

- Advice – provision of advice to management, the Audit Committee and Board in the areas of governance, operations, compliance, risk management and auditing.

7. KEY ACCOUNTABILITIES:

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<tr>
<th>ITEM</th>
<th>% OF TIME</th>
<th>KEY ACCOUNTABILITIES</th>
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<tbody>
<tr>
<td>4.1</td>
<td>30</td>
<td>Risk Management</td>
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<tr>
<td>4.2</td>
<td>40</td>
<td>Compliance Management</td>
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<tr>
<td>4.3</td>
<td>15</td>
<td>Internal Audit/Assurance</td>
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<tr>
<td>4.4</td>
<td>15</td>
<td>Other</td>
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8. KNOWLEDGE SKILLS AND EXPERIENCE

Knowledge
- Financial and accounting policies and procedures
- Internal audit methodology, approach, techniques and management practices
- Governance philosophies, policy and management practices
- Compliance philosophies, policy and management practices
- Risk management philosophies, management practices and standards including ISO 31000:2009
- Relevant public and industry specific private sector operations (Acts, regulations, professional standards)
- Legislation and industry standards relating to funds management (desirable)

Skills
- Well developed analytical skills
- Innovative and strategic thinking
- Well developed presentation and communication skills
- PC word processing, spreadsheet and data base preparation and evaluation skills
- Report writing dealing with detailed, complex and technical concepts
- Sound interpersonal and negotiation skills
- Interpretation of legislative and professional standards

Qualifications and/or Experience
- Tertiary qualification in Commerce, Finance, Economics, Legal or a similar discipline
- At least 5 years experience in either external or internal audit, compliance, risk management or legal
- Finance and investment industry experience in the disciplines listed above
- Interpretation and application of legislation and relevant industry standards

The position holder will participate in induction and training activities to develop and maintain knowledge of the position’s responsibilities with respect to human resource and administrative policies and procedures, including, but not limited to occupational health, safety and welfare (OHSW) and business continuity.

Security Clearance
- Australian Government Security Vetting Service Clearance to PROTECTED* must be obtained within the first 12 months of employment.
  *See Office of the Chief Information Officer CTO Notification 89

9. KEY BEHAVIOURS
- Ethical, high integrity
- Good communication and listening skills
- Professional, responsible and accountable
- Team player, supportive, encouraging development of Funds SA’s business and staff
- Quality and customer focussed, open to ideas and change
- Accountable and responsible
- Open to ideas and change
- Ability to establish rapport with a wide range of professionals.
## DETAILS OF APPROVED POSITION DESCRIPTION VARIATIONS

<table>
<thead>
<tr>
<th>DATE OF CEO APPROVAL</th>
<th>DESCRIPTION OF VARIATION</th>
<th>JOB EVAL</th>
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<tr>
<td>5/8/10</td>
<td>Title changed to Manager Compliance and Risk. Now oversees outsourced internal audit function and reports to CFO as well as CEO. Security clearance requirements added.</td>
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<td>Manager Internal Audit and Compliance</td>
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PRIVACY NOTICE – EMPLOYMENT CANDIDATES

Why we collect personal information from you.
The primary purpose for collecting personal information about you is to establish your suitability for employment with Funds SA. In doing so, we may also use your personal information in order to comply with legislative and regulatory requirements.

We will not pass your information to any other organisation unless required to do so in accordance with legislation.

What information will we collect?
In order to assess your application for employment, Funds SA will generally collect the following information about you:

- Your name
- Your contact details (postal address, e-mail address and telephone and fax numbers)
- Details and confirmation of your past employment, business, educational and training history (we may conduct reference checks from referees you provide)

Information Retention

All Applicants
Your employment application, CV and any other personal information you provide in relation to this application for employment will be held in a secure cabinet for a period of up to 18 months from the date the position is filled. All your personal information will then be destroyed.

Successful Applicant(s)
If your application is successful, the information required for employment purposes will be retained in a secure cabinet and up-dated from time-to-time (information may be retained longer than 18 months). Obsolete information will be destroyed.

Your access to the information
You have a right to access personal information that we hold about you. If at any time your details change, you would like to access any personal information we have collected about you, or you would like more information on our approach to privacy, please contact us by:

Email: fundssa@funds.sa.gov.au (Attention: Manager, Administration and HR)
Fax: 08 8204 2366 (Attention: Manager, Administration and HR)
Mail: Funds SA, GPO Box 2639, Adelaide SA 5001 (Attention: Manager, Administration and HR)