

Risk Manager

Cairns, Townsville, or Mackay

About us

Northern Queensland Primary Health Network (NQPHN) is one of 31 regionalised and independent PHNs established nationally by the Commonwealth Department of Health to provide local communities with better access to improved primary healthcare services.

The NQPHN region extends from Moranbah in the south, up to the Torres Strait in the north, and west to Croydon and Kowanyama.

NQPHN aims to improve health outcomes for all residents by supporting, investing in, and working collaboratively with local Hospital and Health Services, the primary healthcare sector, local government areas (LGAs), other health organisations, and the wider community.

Find out more about NQPHN at www.nqphn.com.au

The role

The Risk Manager is responsible for supporting a positive quality improvement culture, underpinned by effective Quality and Risk Management Frameworks. The position is the key point of contact and provides knowledge and support to the various committees within scope of this role. The position leads, advises, and monitors accreditation cycles and processes, quality improvement initiatives, risk management and workplace health & safety, process and system development, and protocols and guidelines across NQPHN.


The successful candidate will be able to demonstrate:

- Relevant tertiary qualification in business/commerce or legal preferred and/or at least 5 years' experience in a similar role.
- Demonstrated ability to effectively consult, negotiate, influence, and work collaboratively with a broad range of stakeholders to achieve constant improvement in effectiveness and efficiency.
- Sound knowledge of enterprise risk management principles and related practices and procedures.
- Well-developed communication skills both written and verbal, including sound experience in the preparation of reports, briefs, Excel spreadsheets and educational materials, with a high attention to detail.
- Demonstrated ability to achieve results in an environment of ongoing organisational change, to ensure the delivery of high-quality outcomes.



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.



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- Knowledge and experience of working within management systems such as Quality and Accreditation, Corporate/Clinical Governance systems, reporting and operational risk management frameworks.
 - Knowledge of Microsoft SharePoint software is preferred but not essential.

The benefits

NQPHN offers a great range of benefits to its employees, including:

- Access to generous not for profit salary sacrifice taxation benefits.
- Annual leave loading.
- Employment Assistance Program offered to all staff and family members.

About you

We are looking for someone who has a passion for risk, accreditation, and safety. You may currently be in an officer level role and looking for your next big challenge.

You love data and working with Excel and will be known for your high attention to detail.

You will have strong stakeholder engagement skills and be an effective communicator at all levels of the organisation.

If you are looking for the opportunity to be part of a passionate and driven team and contribute to achieving our mission of 'Northern Queenslanders live happier, healthier, longer lives,' we'd love to hear from you.

NQPHN aims to be an employer of choice for Indigenous Australians, and we encourage Aboriginal and Torres Strait Islander people to apply for this role.

For further information on this position and to view the position description, please visit our website: bit.ly/nqphn-vacancies

Your application should include:

- Cover letter.
- Response to the Key Selection Criteria (no more than two pages).
- Your Resume.

To submit an application for this position, please send your application to recruitment@nqphn.com.au

Applications close Wednesday 6 April 2022 at 5pm.