

**JOB DESCRIPTION**  
**ELISABETH C.**

<b>Title</b>	Risk Management Consultant
<b>Duration of Occupational</b>	8 weeks
<b>Work Hours</b>	8.30 AM - 5.00 PM
<b>Commencement Date</b>	3 Mar 03 (TBC)
<b>Location</b>	Level 19, C. Place Melbourne VIC
<b>Supervised by</b>	Ms Catherine C.

**Benefits/Activities**

Gain work experience in a corporate environment with a strong management focus on superannuation.

Gain experience in a –(see attached)

Opportunity to enhance financial and marketing skills

Improve verbal and written English skills

Obtain knowledge of the superannuation industry in Victoria/Australia

Obtain experience in dealing with the superannuation and financial industry

**Schedule and Program of Occupational Training for Elisabeth C.**

<b>Company</b>	Some Australian company
<b>Name of Student</b>	Elisabeth C.
<b>Training Dates</b>	3 Mar – 2 May 03
<b>Duration</b>	8 weeks
<b>Purpose</b>	Practical work experience

**Special Skills to be acquired**

Familiarisation with methods and practices in the marketing and superannuation industry in Australia

**Benefits for the student**

The student will gain first hand experience with an Australian organisation.

The student will have insight into the workings and procedures of an Australian superannuation organisation

The student will converse, write and read exclusively in English and has the opportunity to improve language skills in Business and technical English.

Of considerable benefit will be the cross-cultural communication and exchange of procedures, systems and methods.

**Proposed work for Ms Elisabeth C.**

Working in the Risk Management Team, which reports through to The CFO, CEO and the Risk Management Committee. This is a new team and as such there are a number of structural and strategic initiatives being driven by the team.

Key areas where Elisabeth would be able to add a great deal of assistance and value are detailed in the following table.

<i><b>FUNCTION</b></i>	<i><b>PROJECT/ PROGRAM WORK REQUIREMENTS</b></i>
Compliance	<p><b>Policy Content Management:</b></p> <ul style="list-style-type: none"> <li>• Review the Policy structure for the company and develop the requirements to assist in the ISO accreditation requirements for the company.</li> <li>• Review list of existing policies to ensure all required policies are available and note where there are “Gaps” that need to be covered in the short and longer term.</li> <li>• Review existing individual policies for the following:               <ul style="list-style-type: none"> <li>○ Completeness</li> <li>○ Accuracy</li> <li>○ Ownership</li> <li>○ Alignment with ISO requirements</li> </ul> </li> <li>• Develop plan for updating the policy structure and content throughout the business.</li> <li>• Work through the plan to develop the policies for the company</li> </ul>
Secretariat	<p><b>Contracts Register:</b></p> <ul style="list-style-type: none"> <li>• Develop procedures/guidelines to manage contracts across</li> <li>• Perform a stock take of all contracts and obtain the final signed copy.</li> <li>• Set up a contracts register</li> <li>• Perform any remedial actions that result from the above actions</li> </ul> <p><b>Delegated Authorities:</b></p> <ul style="list-style-type: none"> <li>• To review the existing Delegated Authorities policies, procedures and tools</li> <li>• Review in line with any Synergies that can be gained through the IFS Group.</li> <li>• To align all processes according to the Group strategy and objectives for the management of Delegated Authorities</li> <li>• To enact agreed direction for Delegated Authorities</li> <li>• Ensure the policy and supporting procedures are in line with ISO requirements.</li> </ul>

All the projects listed will require interaction with the Executive team and key line management. There will also be a requirement to get signoff on policies from the Company Board Members. These projects also provide a vast breath of work and would provide a good insight into how a company such as ours is structured.