

JOB PROFILE FORM



1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Manager Enterprise Risk & Governance

Team:

Division: Risk & Internal Audit Group:

Finance & Corporate Services

Reports to (Name / Title): Peter Clarke Divisional Manager Risk & Risk & Internal Audit

Number of Direct Reports: 3

Budget Mgt Accountability (Opex & Capex Amounts):

2. WHAT DOES THIS JOB DO?

Job Purpose:

Reporting into the Divisional Manager Risk & Internal Audit, the Manager Enterprise Risk and Governance will lead a team of risk and governance professionals to provide a high level of support and service to Yarra Valley Water, to help achieve its 2030 strategy.

As the 2IC to the Divisional Manager you will play a key role in helping to achieve a positive risk culture within the organisation, where risk is a key consideration in all aspects of decision making.

Responsibilities (20 dot points or less):

- Lead, coach and motivate a small team of risk professionals
- Lead and oversee the implementation of the risk software, REMY, including the formation of a super user group
- Prepare in partnership with the Divisional Manager, Board, Board Committee and Executive papers
- Manage the Strategic Risk Register for the organization, including regular reporting and raising up of issues
- Assist the business to develop and manage Group/Division Operational Enterprise Risk Registers
- Raising the awareness and understanding for the need for risk and governance and working with the business to embed a positive risk culture, where risk is considered with all decision making
- Advising and guiding the business on the placement of ad hoc insurance as requests are received, and providing guidance on any other insurance queries
- Assist the Divisional Manager with the annual corporate insurance program placement including completing annual underwriting questionnaire process
- Develop a business partnering relationship with the business on all elements of risk and governance
- Facilitate and coordinate risk profiling workshops for the business, including adhoc Risk Deep Dives to Board/Committees
- Oversee the Business Resilience function, ensuring that all BU's have an appropriate BCP and DR plan in place

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- Ensure internal audit results including the reports and/or corrective actions arising from the audits are closed out by the due date available from the Risk Software REMY (Audit Module).
- Be aware of the status of corrective actions, with appropriate close out within the Risk Software REMY (Audit Module)
- Oversee the internal audit process, ensuring processes align to Certified management systems standards, and help prepare the business to meet audit requirements.
- Managed the enterprise controlled documents repository
- Manage the enterprise Governance Register

3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience i.e., Basic / intermediate/ Advanced	Years of Experience (optional)
Demonstrated experience with leading a team of people	Intermediate to Advanced	5+
Demonstrated Experience with preparing papers for executive and board	Intermediate to Advanced	5+
Experience with embedding a positive risk culture	Intermediate to Advanced	5+
Experience with all types of corporate insurance	Intermediate to Advanced	5+
Experience with development of Internal Audit Programs	Intermediate to Advanced	5+
Experience with business partnering including change management and building relationships internally and externally	Intermediate to Advanced	5+

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (e.g., certificate, ticket, observation, on-the-job etc....)	Renewal Required (Y/N/Unsure)	Renewal Frequency (e.g., Never, 1 year, 5 years etc ...)
Qualifications / Certificates				
Tertiary qualifications in Business, Risk Management, Compliance or other relevant qualification	Mandatory			
Relevant Post Graduate Qualifications	Highly Regarded			

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3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes <i>i.e., such as resilience, emotional intelligence</i>	• Results focused • High level of decision-making ability • Highly developed problem-solving skills • Takes ownership and responsibility of projects • Influencing and presentation skills • Strong commitment to customer service • Group facilitation skills • Excellent communication skills • Resilient and pragmatic • Effective negotiation, conflict management and resolution skills • Lateral thinking abilities • Ability to work autonomously and in a team • Ability to self-manage • Efficient and very well organised • Flexible, able to handle a variety of tasks simultaneously • Mature and able to manage conflicting priorities • Business acumen • Ability to think both at a high level (strategic / long term) and low level (project delivery / detail focused)
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3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key Requirements <i>i.e. required to lift heavy boxes, repetitive work, dealing with irate customers</i> <i>Note: some field-based roles will need to complete additional requirements for the role</i>	Hybrid working - meeting stakeholders, leaders and impacted teams at the Mitcham office and at other sites as directed (e.g. treatment plants) to build a strong understanding of the YVW “business” and to develop effective relationships with stakeholders.
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4. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

Role before (Name, Team, Division)	
Role after (Name, Team, Division)	Divisional Manager Risk & Internal Audit

5. CHECKPOINT

Does this role require	☐ Police check ☐ Working with children
Is this a Critical Worker role requiring an AusCheck	☒ No ☐ Yes
Comments	