

# JOB PROFILE FORM



## 1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Senior Enterprise Risk Advisor

Team: Enterprise Risk and Governance

Division: Risk & Corporate Services

Group: Finance & Corporate Services

Reports to (Name / Title): Ewa Chlipala, Enterprise Risk and Governance Manager

Number of Direct Reports: -

Budget Mgt Accountability (Opex & Capex Amounts):

## 2. WHAT DOES THIS JOB DO?

Job Purpose:

Reporting into the Enterprise Risk & Governance Manager, this role will partner with the business to promote the delivery of risk practices in line with the Risk Management Framework, enhancing the organisation's risk culture, system, processes and maturity to support the achievement of the YVW 2030 vision and strategy.

Responsibilities (20 dot points or less):

- **Business Partnering:**
  - Serve as a trusted advisor on effective, best practice, risk management methodologies leading to a mature Risk Management Culture.
  - Work with the Business to perform environmental scanning to anticipate emerging risks, delivering insightful data and analysis to support informed risk based decision-making
  - Work with the Business in the development and review of Risk Registers by:
    - Proactively engaging with risk and control owners;
    - Facilitating the identification, analysis, evaluation and documentation of both operational and strategic risks
    - Fostering a proactive culture of risk awareness and management
  - Leading and facilitating risk workshops and awareness sessions to engage the business into a deeper understanding and awareness of risk, moving to a positive risk culture
  - Develop and facilitate risk awareness training across the business
  - Develop best practice approaches/templates to evaluate control operating and design effectiveness
- **Manage & support the Enterprise Risk System ("REMY"), including:**
  - Provide stakeholders with practical advice, technical support, regular education, and system assistance.
  - Develop robust and sustainable workflows which are integrated in accordance with the Risk Management Framework.
  - Manage the transition of relevant risk register data into the Corporate risk system (REMY).
  - Oversee and continuously enhance system functionality (e.g., automated alerts) to align with business needs and ensure long-term sustainability.

# JOB PROFILE FORM



- Analyze risk data and produce comprehensive and insightful reports, commentary and dashboards for key stakeholders including Board.
- Facilitate the selection, scoping, and communication of system upgrades, acting as a liaison between REMY developers and the business.
- **Work with the Enterprise Risk and Governance Manager on:**
  - Co-designing and executing the continuous Corporate improvement plan for risk management
  - Elevating risk awareness and capability across the organization through targeted coaching, training, and the development of educational tools and resources
  - Identifying and escalating opportunities for process enhancement, through thorough research and analysis
  - Preparing high quality documentation and artifacts for Board reporting and presentations
  - Integrating the risk management software, REMY, and providing ongoing education for the super user group (Risk Champions)
  - Assist in the annual Risk Appetite / Strategic Risk Reviews (Exec/Board) to comply with the Victorian Government Risk Management Framework.
  - Leading, evaluating and facilitating the risk champion network training and events

## 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)
Experience in managing and/or implementing a risk or governance management platform	Intermediate to Advanced	5+ years
Experience with business partnering including risk management and building relationships internally and externally.	Intermediate to advanced	5+ years
Strong experience with providing risk advisory services	Intermediate to advanced	5+ years
Experience with embedding a positive risk culture, including delivery of education and training	Intermediate	
Change management experience	Intermediate	
Experience with preparing effective dashboards and Executive Presentations/Board Papers, well developed written narrative skills	Intermediate	
Demonstrated ability to facilitate workshops		
Demonstrated ability to be able to influence and negotiate with key stakeholders		
Demonstrated ability to problem solve and navigate through complex decision making		

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

# JOB PROFILE FORM



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

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

<p>Personal Attributes</p> <p><i>i.e., such as resilience, emotional intelligence</i></p>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Results/outcomes focused</li> <li>• Excellent communication skills</li> <li>• Takes ownership and responsibility of projects</li> <li>• Mature and able to manage conflicting priorities</li> <li>• Resilient</li> <li>• Ability to work autonomously and in a team</li> <li>• Ability to self-manage</li> <li>• Efficient and very well organised</li> <li>• Flexible, able to handle a variety of tasks simultaneously</li> <li>• Initiative</li> </ul>
---	---

### 3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

<p>Key requirements</p> <p><i>i.e., required to lift heavy boxes</i></p> <p><i>Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)</i></p>	<p>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.</p>
--	---