

<i>Position Title:</i>	Manager Business Risk	<i>Effective Date:</i>	8 November 2021
<i>Department:</i>	Business	<i>Job Location:</i>	Bairnsdale Office
<i>Reports To:</i>	Executive Manager Business	<i>Supervises:</i>	Risk Systems Officer
<i>External Contacts:</i>	Government officers, service providers, contractors and auditors.		
<i>FTE Classification:</i>	1.0	<i>Position Number:</i>	SB-2-0002
<i>Prepared By:</i>	Human Resources	<i>Approved By:</i>	Exec Manager Organisation Development
<i>Job Band</i>	5		

## The Role

- To develop, implement and manage an integrated risk management system designed to minimise the adverse impacts of business risk and enhance EGW's ability to achieve its objectives.
- To ensure that the Emergency Incident Management System meets the Corporation's needs.
- To lead and actively promote compliance with and maintenance of legislative requirements, policies and procedures utilising Risk Management methodology.
- To perform the function of EGW's Privacy Officer.

## What you will be doing:

<i>Responsibility</i>	
Risk Management	<ul style="list-style-type: none"> <li>• Develop, implement and supervise the organisation's risk management system covering; risk management processes and systems, emergency management, business resilience planning, liability management and insurance.</li> <li>• Provide leadership, processes and other tools to enable the organisation to achieve and maintain risk management legislative compliance and accreditation where applicable.</li> <li>• Prioritise organisational risk treatment activities using a systematic risk management approach.</li> <li>• Devise and implement strategic outcomes regarding the organisation's insurance program to optimise insurance coverage and protection, while minimising costs.</li> <li>• Support the implementation of other corporation strategies including, but not limited to climate change, greenhouse gas emissions reduction and risk management.</li> </ul>
Risk Management Advice	<ul style="list-style-type: none"> <li>• Provide timely and accurate advice to Senior Management on the impact of any changes in legislation or other regulation with a risk implication.</li> <li>• Provide timely reports to the Board, Board committees and other stakeholders on risk management related topics.</li> <li>• Develop effective policies, processes and problem solving solutions for business systems and to minimise exposure to adverse business risk issues.</li> </ul>

Auditing	<ul style="list-style-type: none"> <li>• Provide a non-financial internal audit function to ensure compliance with regulatory requirements.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Management representation to the Audit and Risk Committee and other Board committees as required.</li> <li>• Provide leadership, training and tools for East Gippsland Water staff to fulfil their responsibilities with regard to risk management.</li> <li>• Represent East Gippsland Water at various industry forums.</li> </ul>
Records Management	<ul style="list-style-type: none"> <li>• Employees are responsible for capturing full and accurate records that adequately document business activities and support any decisions made at East Gippsland Water in the Corporations Record Management system.</li> </ul>

#### How you can achieve this:

- Responsible and accountable for the overall leadership and management of the Corporation's risk management program in conjunction with the Board of Directors, Managing Director, Executive Managers and Managers.
- Responsible and accountable for the quality, accuracy and effectiveness of decisions to achieve compliance and/or meet identified KPIs.
- Freedom to act is limited only by legal constraints, broad goals and Corporation policies.
- As a provider of technical and management expertise, the incumbent is expected to exercise a high level of reasoning, judgement, interpretation of policy, problem-solving skills, and policy development.
- Accountable for maintaining a proactive approach regarding occupational health and safety in the workplace, and the work related personal well-being of the risk team.

#### What you can provide:

<b>Specialist Skills</b>	<i>Required Skills:</i>	<ul style="list-style-type: none"> <li>• High level leadership skills, analytical reasoning and professional knowledge in developing strategic directions for risk management.</li> <li>• Ability to prepare high standard reports and submissions for and on behalf of the Board of Directors and Senior Management Team.</li> <li>• Knowledge of Essential Service Commission</li> <li>• Authority operations, and other regulatory requirements and how these relate to the Corporation.</li> </ul>
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> <li>• Computer skills, including use of Microsoft Office products.</li> </ul>
<b>Management Skills</b>	<i>Required Skills:</i>	<ul style="list-style-type: none"> <li>• Demonstrated competence in strategic and project planning.</li> <li>• Ability to utilise resources to achieve objectives.</li> <li>• Ability to provide leadership, guidance, advice and training to staff at all levels.</li> <li>• Ability to facilitate change.</li> </ul>
	<i>Desirable Skills:</i>	<ul style="list-style-type: none"> <li>• Ability to communicate, with individuals, and groups from various backgrounds.</li> </ul>

<b>Interpersonal Skills</b>	<i>Required Skills:</i>	<ul style="list-style-type: none"> <li>• Ability to gain co-operation and assistance from other staff.</li> <li>• Ability to negotiate with others to achieve organisational objectives.</li> <li>• Ability to involve staff from different sections and disciplines to produce solutions and strategies supported by those staff.</li> <li>• Ability to prepare high standards correspondence and reports for senior management and the Board of Directors.</li> <li>• Demonstrated management and leadership skills.</li> </ul>
	<i>Desirable Skill:</i>	<ul style="list-style-type: none"> <li>• Demonstrated ability to work effectively in a team environment.</li> <li>• Able to work independently.</li> </ul>
<b>Qualifications</b>	<i>Required Qualification:</i>	<ul style="list-style-type: none"> <li>• Tertiary qualifications in a risk related discipline, preferably risk management.</li> </ul>
	<i>Desirable Qualification:</i>	<ul style="list-style-type: none"> <li>• Legally able to drive a motor vehicle and possess a valid driver's license.</li> </ul>
<b>Experience</b>	<i>Required Experience:</i>	<ul style="list-style-type: none"> <li>• Experience at a senior management level providing high level leadership in risk management, occupational health and safety and environmental management.</li> <li>• Demonstrated track record in providing strategic advice.</li> <li>• Demonstrated effectiveness in written and verbal communications and providing advocacy at senior management level.</li> </ul>

### Physical Requirements

This position may comprise (but not be limited to) the following activities/hazards:

- Driving.
- Relatively long periods of sitting and standing.
- Keyboarding.
- Photocopying.
- Reading.
- Telephone use.
- Light manual handling (Lifting/lowering boxes of stationery, reams of paper, infrequent relocation of office furniture, etc.) Manual handling activities should not impose unreasonable expectations on the average person. However, personal judgment of capabilities will be expected and not exceeded.
- Use of standard office equipment – computer, photocopier, shredder, facsimile, laminator, book binder.
- Air-conditioned environment.
- Outdoor environment – site visits will present exposure to a range of physical and biological hazards including UV, wastewater, plant and proximity to openings such as manholes and trenches.

Employees must be capable of fulfilling the requirements of the position with regard to these activities/hazards and be able to meet any control measures provided in the interests of health, safety and environment. However, reasonable adjustments will be made for persons with disabilities or impairments unless to do so would impose an

unjustifiable hardship, or result in the role not being able to be undertaken in a safe manner.

### **Selection Criteria**

1. Tertiary qualifications in a risk related discipline, preferably risk management.
2. Experience at a senior management level providing high level leadership in risk management, occupational health and safety and environmental management.
3. High level leadership skills, analytical reasoning and professional knowledge in developing strategic directions for risk management.
4. Strong report writing skills.
5. Positive attitude towards personal development including being united, authentic, innovative and accountable to achieve corporate objectives.