# Position Description

# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Enterprise Risk Manager |
| Job Reference: | 61499 |
| **Salary Range:** | AU $97k to AU $105k per annum, plus up to 15.4% superannuation |
| **Location:** | Negotiable – Melbourne, Sydney or Canberra |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| **Tenure:** | Indefinite |
| Applications Are Open To: | Australian Citizens Only  Australian Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | Executive Manager, Risk |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Mr Peter Duffy by email: [Peter.Duffy@csiro.au](mailto:Peter.Duffy@csiro.au)  *Please do not email your application to Mr Duffy as applications received this way may not be considered.* |
| Contact Details For Technical Issues: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the Job Reference. Internal applicants please apply on ‘Jobs Central’ via the desktop ‘People Hub’ icon. |

## Role Overview:

The Enterprise Risk Manager is responsible for providing expertise in best practice risk management that contributes to the effectiveness of CSIRO’s risk management framework in both design and application across the organisation.

Reporting to the Executive Manager Risk, the role provides to the organisation:

* Knowledge of contemporary and emerging risk management frameworks to inform the ongoing enhancement of CSIRO’s risk management approach.
* Facilitation, on behalf of the Executive Team, of the CSIRO Organisational Risk Profile.
* Stakeholder support, including formal risk facilitation across all levels of the organisation, to assist Business Units and Functional Areas to achieve optimal application of the risk management framework.
* Support in responding to any critical incidents that may impact CSIRO.

## Duties and Key Result Areas:

* Assist with the integration of risk into the organisation’s operations i.e. key decision making frameworks and critical business processes.
* Contribute to the development of the Organisational Risk Profile including on-going monitoring and review.
* Contribute to the development and review of risk assessment processes including;
  + Planning
  + Fieldwork
  + Reporting
* Document processes, controls and procedures in support of risk assignments e.g. risk identification, causes, impacts and controls.
* Facilitate risk discussions and risk workshops.
* Establish and maintain effective working relationships with risk stakeholders including Executive Team (ET), CSIRO Leadership Team (CLT), Senior Leaders of Business Units and Corporate Functions.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as an autonomous member or leader of a professional team, taking responsibility for team outcomes, carrying out administrative tasks and providing executive assistance to senior and executive, scientific and general management.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, representing CSIRO at external and internal forums.
* Set-up and/or maintain effective and efficient work teams, allocate and manage resources and undertake staff performance management and career development.
* Lead or assist with the development and training of staff outside the immediate work group in areas related to a specific technical expertise, as required, choosing appropriate management strategies and communication styles.
* Generate improved solutions to complex problems and resolve matters using creativity, reasoning and past experience.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Pre- Requisites:

1. **Education/Qualifications:** A relevant tertiary qualification and/or equivalent management/ leadership experience in a relevant area.
2. **Communication:** Excellent communication and reporting skills, including the ability to distil and articulate complex information and materials in a concise and straight forward manner to individuals and groups at all levels.
3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.

## Essential Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed*

1. Demonstrated capability and working knowledge equivalent to ~3-4 years of experience in risk assessment, enterprise wide risk management and risk facilitation, Business Continuity Management or related fields.
2. Demonstrated working knowledge of risk management policies, standards AS/NZS ISO 31000:2009, methodologies and relevant legislative framework.
3. A clear understanding of organisational and strategic perspective and linkages with Risk Management.
4. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.
5. Demonstrated ability to evaluate, interpret and synthesise complex information and draw logical conclusions and linkages.
6. Strong problem-solving skills, including the ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses.
7. The ability to effectively process ambiguity and readily adapt to changing circumstances and new responsibilities.

## Special Requirements:

The successful candidate will be required to obtain a baseline security clearance.

**About CSIRO:**

We solve the greatest challenges through innovative science and technology. [Discover more about CSIRO](http://www.csiro.au/)

**CSIRO’s Commitment to Diversity**

We’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish. [D&I Strategy](https://www.csiro.au/en/about/policies-guidelines/working-at-csiro/diversity-strategy)

**Flexible Working Arrangements**

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. [Balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance)

**The CSIRO Risk Unit** is an integral part of the Governance Group that exists to support sound and transparent decision making, strengthen organisational resilience and protect CSIRO’s licence to operate. The Risk Unit achieves this through:

* Leading the establishment and ongoing enhancement of best practice risk management frameworks and processes and the integration of these into key business processes.
* Facilitating a greater understanding and clearer articulation of risk appetite and tolerance.
* Developing and executing the processes that develop and maintain the CSIRO Organisational Risk Profile and risk registers at Business Unit/Functional levels.
* Supporting the ability of the organisation to identify and respond to critical incidents and situations through developing and enhancing the CSIRO Situation Management Framework and leading the CSIRO Issues Management Group.