



POSITION DESCRIPTION

Position Title:	Lead Manager, Project Risk and Assurance
Cluster / Business Unit / Division	Office of the CEO
Section or Unit:	Risk
Classification:	Band 8
Job Family:	Compliance and Regulation
Position Description Number:	PD-2218
Work Contract Type:	Professional
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

Reporting to the Chief Risk & Assurance Officer, this position provides expert Risk & Assurance advice and coordination across ANSTO's substantial project portfolio and ensures the effectiveness of the organisation's risk management framework, policies and procedures insofar as they relate to project activity. Emphasis is on the identification, mitigation and management of both delivery risk and delivered risk across the capital project portfolio. This includes ensuring that ANSTO meets its commitment to:

- Integrate effective risk management practices across the various stages of major project planning, development, implementation, and reporting.
- Foster a risk-aware culture across project teams where people are encouraged to adopt a positive and proactive approach to risk management.

The Lead Manager, Project Risk & Assurance, will assist the Chief Risk and Assurance Officer in ensuring ANSTO's Project Management Policies and Frameworks are appropriately designed and consistently implemented across the project portfolio. With a focus on continuous improvement the successful candidate will collaborate with all levels of staff across the organisation to ensure risk management practices are fit for purpose and fully integrated into all programs.

The role will be responsible ensuring the implementation of best practice project risk management activities that ensure delivery risks are appropriately identified, assessed, prioritised and reported to relevant governance forums and committees. The role will also ensure governance over delivered risks is adequate and integrated into program milestones, with agreed stage-gate and go-live criteria established in the planning process

The role provides training and support, analysis and insights to promote better outcomes for ANSTO.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

To assist ANSTO in delivering its strategic objectives, this role will:

- Translate ANSTO's project portfolio plans into Risk & Assurance goals and action plans.

- Drive continuous improvement, by actively working with other business areas to ensure ANSTO policies, procedures and guidelines are fit-for-purpose, and relentlessly focus on improvement of existing and future activities.
- Foster a diverse and inclusive environment.
- Provide uncompromising leadership and ownership of Safety at ANSTO, through the ANSTO WHS MS – safety is front and centre all the time, every time.
- Identify and engage with stakeholders, both role specific and ANSTO generic, to share the ANSTO narrative, identify opportunities and achieve strategic goals.
- Role model the ANSTO Values, so they permeate Risk & Assurance and beyond.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide strategic focus, leadership, direction and oversight of ANSTO's project portfolio risk profile ensuring alignment with ANSTO's goals and objectives, relevant government policy, legal and regulatory obligations and industry best practice.
- In consultation with the Chief Risk & Assurance Officer, Lead Manager Enterprise Risk, and the General Manager, Capital Program Management Office oversee and champion the adoption and ongoing evaluation and improvement of ANSTO's Risk Management Framework, policies and procedures, particularly as they relate to major project risk, assurance and governance.
- Oversee and evaluate the effective adoption and integration of ANSTO's risk management processes and the development of project and portfolio risk management plans for major projects across all capital portfolios of the organisation. Undertake risk assessment and assurance activities, including participation in periodic project reviews as required relating to major projects.
- Provide guidance and advice on the management of delivered risk, including ensuring process documentation and controls being delivered by the program are of the required standard, resources are adequately trained and have sufficient skills and capacity to operationalise delivered activities. This includes advising on the establishment of stage gate and go-live criteria throughout the project lifecycle.
- Provide guidance and advice regarding the development of major project contingency reserves and monitor and advise on the implementation of risk mitigation actions in accordance with agreed timelines.
- Evaluate, promote and drive improvements to ANSTO's 'risk management maturity' level as relates to major projects with a specific focus on the enablers of improved risk management processes and culture across the ANSTO project portfolio.
- Prepare analysis, reporting and advice relating to major project risk & assurance to the Executive team and ANSTO Risk Oversight Committee.
- Provide leadership and direction in delivery of major projects from a risk perspective, including providing advice, guidance and training to ANSTO staff involved.
- Undertake additional duties as required and during period of leave of other staff.

Decision Making

- The position works within a framework of legislation (e.g., *PGPA Act 2013*), Board policies and other elements of the organisational governance framework.
- In consultation with the Chief Executive and Chief Risk and Assurance Officer, relevant Executives and the General Manager Capital Program Management Office (CPMO), the position determines key risk priorities within the context of relevant major project plans
- Accountable for the accuracy, integrity and quality of risk advice and reporting provided.

- Levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AG-1682 (as amended or replaced).

Key Challenges

- Keeping up to date with national and international trends and developments in governance, risk, compliance and major project governance and risk management.
- Developing and maintaining a sound and current knowledge of the organisation, its structural elements, objectives, performance expectations, projects and current and planned activities.
- Being proactive and independently motivated in identifying and maintaining high quality information sources, relationships and contacts.
- Engaging management and staff to ensure desired risk management outcomes.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Chief Risk and Assurance Officer	<ul style="list-style-type: none"> • Receive guidance and direction • Provide relevant updates
Lead Manager Enterprise Risk	<ul style="list-style-type: none"> • Collaborate and coordinate on major project elements relevant to the Enterprise Risk Management Plan, ANSTO Risk Profile, Risk Appetite Statement and other relevant documents.
General Manager Capital Program Management Office	<ul style="list-style-type: none"> • Collaborate and coordinate on major project planning, approvals, performance and governance, including participation in project performance reviews as required
ANSTO Executive	<ul style="list-style-type: none"> • Provide relevant status updates • Provide reports on major project risks and significant internal control failures • Provide expert, authoritative and evidence-based advice
Chief Executive Officer	<ul style="list-style-type: none"> • Receive guidance and direction • Provide updates on key major project risk exposures, critical control failures and major project risk actions and assurance as required.
Major Project Steering Committees and the Capital Committee	<ul style="list-style-type: none"> • Provide updates on relevant actions / plans, areas of concern and best practices as they relate to major project risk. Provide expert, authoritative and evidence-based advice.
Executive Risk Oversight Committee	<ul style="list-style-type: none"> • Facilitate discussions and provide relevant guidance and support
Capital Committee	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence-based advice
Direct Reports	<ul style="list-style-type: none"> • Provide expert, authoritative and evidence-based advice
External	
Regulatory and certifying bodies, government agencies	<ul style="list-style-type: none"> • As required in relation to enterprise risk & assurance activity

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Chief Risk and Assurance Officer
Direct Reports	TBC
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed
Travel:	Will be required travel to ANSTO sites from time to time Infrequent travel both internationally and nationally
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Role is highly demanding and may involve rapidly changing priorities
Radiation areas:	May be required to access radiation areas from time to time
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Satisfy national security requirements

Workplace Health & Safety	
Specific role/s as specified in <u>AP- 2362</u> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

On file.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Degree in Commerce, Accounting, Business, Risk Management or other relevant discipline. Post graduate qualifications in risk management, internal audit or other related discipline are highly desirable.
2. Demonstrated senior experience, leading the implementation of risk and assurance frameworks for major program/projects, reporting and culture across a complex, highly regulated organisation. Experience within or dealing directly with public sector agencies is preferred.
3. Understanding and experience working with ISO31000:2018 - Risk Management Standard requirements
4. Demonstrated knowledge and practical application of contemporary risk management frameworks, methodologies and systems
5. Practical experience in the design and implementation of business improvement strategies and processes with a strong drive for continuous improvement.
6. Experience in coaching and mentoring managers to achieve business excellence and best practice.
7. Ability to work collaboratively engage and manage relationships with internal and external stakeholders at all levels.
8. Demonstrated project management skills.
9. Highly developed written and verbal communication skills, with emphasis on verbal negotiation and reporting for executive management and Board level.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager	Delegated Authority
Name: Amanda Ware	Name:
Title: Chief Risk and Assurance Officer	Title:
Signature:	Signature: Approval on file
Date:	Date: