



POSITION DESCRIPTION

Position Title:	Lead Manager, Enterprise Risk
Cluster / Business Unit / Division	Office of the CEO
Section or Unit:	Risk
Classification:	Band 8
Job Family:	Compliance and Regulation
Position Description Number:	PD-2217
Work Contract Type:	Professional
STEMM/NON-STEMM:	Non-STEMM

POSITION PURPOSE

Reporting to the Chief Risk & Assurance Officer and this position provides expert Risk & Assurance advice and coordination across the organisation and ensures the effectiveness of ANSTO's risk management framework, policies and procedures. Emphasis is on the identification, mitigation and management of key risks across ANSTO's regular operations and functions. This includes ensuring that ANSTO meets its commitment to:

- Integrate effective risk management practices across all levels of strategic and operational planning, processes and performance reporting.
- Foster a risk-aware culture where people are encouraged to adopt a positive and proactive approach to risk management.

The Lead Manager, Enterprise Risk & Assurance collaborates with all levels of staff across the organisation to provide a comprehensive view of risk and risk management practices. The role provides training and support, analysis and insights about the organisation's risk profile and guides continual improvement 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.

- Translate ANSTO's strategic and business unit 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.
- 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 for the ANSTO Values, so they permeate Risk & Assurance and beyond.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Provide focus, leadership, direction and oversight of ANSTO's enterprise risk management activities 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, and Lead Manager, Major Project Risk & Assurance develop, oversee and champion the adoption and ongoing evaluation and improvement of ANSTO's Enterprise Risk Management framework, policies and procedures.
- Oversee and evaluate the effective adoption and integration of ANSTO's risk management processes and the development of enterprise and business unit risk management plans across the organisation. Undertake risk assessment and assurance activities as required.
- Provide guidance 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 with a specific focus on the enablers of improved risk management processes and culture across ANSTO.
- Prepare analysis, reporting and advice relating to enterprise risk & assurance to the Chief Risk Officer, Executive Group, Audit and Risk Committee and in turn to the Board.
- Providing advice, guidance and training in relation to enterprise risk management to ANSTO staff.
- 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 and relevant Executives the position determines key work priorities in relation to enterprise risk & assurance activities
- Accountable for the accuracy, integrity and quality of 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.
- 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, Major Project Risk & Assurance	<ul style="list-style-type: none">• Collaborate and coordinate on the Enterprise Risk Management Plan, Top Risk Profile, Risk Appetite Statement and other relevant documents.
ANSTO Executive	<ul style="list-style-type: none">• Provide relevant status updates

	<ul style="list-style-type: none"> • Provide reports on enterprise 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 enterprise risk exposures, critical control failures, actions and assurance as required.
Executive Risk Oversight Committee	<ul style="list-style-type: none"> • Facilitate discussions and provide relevant guidance and support
ANSTO Business Unit Managers	<ul style="list-style-type: none"> • Provide expert advice, facilitation, and development
Direct reports	<ul style="list-style-type: none"> • Provide leadership, guidance and support • Set performance requirements and expectations and manage performance and development • Monitor trends and performance against plans and evaluate the need for further support to ensure desired or expected outcomes
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	Nil
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 will involve tight deadlines and 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 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: