

## Senior Risk Advisor

### Position detail

<b>Reports to</b>	Portfolio, Program and Project Risk Management Team Leader (27718)
<b>Classification</b>	ASA 7B
<b>Group</b>	Chief Operating Officer
<b>Location</b>	Brisbane, Canberra, Melbourne or Sydney

### Organisational environment

Airservices is a government-owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 156 million passengers and provide air navigation services across 11 per cent of the world's airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic towers at international and regional airports and provide aviation rescue firefighting services at 26 Australian airports.

We are committed to continuing to improve our business by providing our customers with services they value and embedding new ways of working and technology investments to further innovate and optimise.

### EPMO

Airservices and the aviation industry is undergoing a period of significant change, and our services, processes and systems will undergo transformational change of the next five to ten years to respond and in some cases lead these changes. Under the newly established operating model within the Chief Operating Officer group, EPMO is responsible to provide several critical functions (e.g. framework, assurance, capability, reporting, specialist services) to support programs and projects delivery cross Airservices transformation portfolios.

Within the EPMO, portfolio, program and project control stream provides control and assurance functions – this includes day-to-day project scheduling services, estimating and quality management, as well as risk advisory and system capability.

### Primary purpose of position

As a Senior Risk Management Advisor, reporting to the Risk Management Lead, and working as part of a small team, you will be responsible for critical risk advisory and assessment functions to various programs and projects across Airservices Transformation Portfolios. This will include identifying, analysing, consulting, monitoring, and reporting on program and project risks in accordance with P3M and enterprise governance,

You will form an integral part of the Portfolio, Program and Project Control stream within the EPMO. Part of your responsibilities will be focused on specific Programs of work as part of a 'matrixed' cross Airservices Transformation Portfolios organisation. This will enable you to contribute to the uplift of risk management maturity and the risk culture of those Programs to deliver better outcomes for assigned projects, programs, and portfolios within Airservices. This role will also identify and share continuous improvement opportunity to deliver Airservices record of safety, environmental, WHS, risk and compliance excellence.

### Accountabilities and responsibilities

#### Position Specific

- Lead risk identification, analysis and mitigation activities with project, program and portfolio staff and other functional leads to drive robust risk management.
- Drive on-going quantitative and qualitative risk analysis and review of control and treatment effectiveness to maintain up-to-date risk registers and deliver first line assurance.
- Support the generation and delivery of succinct and insightful risk management reports for Airservices Transformation projects, programs and portfolios, including through presentations, to inform executive level decision making.
- Contribute to on-going development and implementation of the Airservices transformation Risk Management Framework and related tools.
- Contribute to uplift of Risk Management practices and skills across Airservices transformation project, program and portfolio including provision of training in risk management to Airservices staff and stakeholders.

### **People**

- Whilst reporting to the Risk Management Lead, provide risk specialist support across the Airservices transformation portfolios.
- Maintain effective relationships with project, program and BAU managers and staff to ensure the risk management frameworks is being implemented.
- Develop and maintain effective working relationships with key stakeholders, including leadership and risk and compliance specialist, to ensure open and effective communication.

### **Compliance, Systems and Reporting**

- Comply with enterprise governance systems and policies, including safety, environmental, WHS, risk and compliance.
- Support governance of work systems, procedures and policies and raise issues where non-compliances are identified, and monitors progress of rectification as required.

### **Safety**

- Demonstrate safety behaviours consistent with enterprise strategies

## **Key performance indicators**

### **Efficient, Effective and Accountable**

- Builds and maintains effective working relationships and trust through positive cultural behaviour and collaborative working relationships across Airservices.
- Ensures risks to allocated projects and programs are identified, managed, and reported in accordance with the risk framework within required timeframes.
- Supports the continuous improvement of risk management practices and culture across Airservices Transformation portfolios.
- Analyses sources of information / data to understand components of risks assisting with the formulation of relevant mitigation strategies, effectiveness metrics, and lead risk indicators.
- Generates well written, concise and articulate reports which enable managers and executive to understand the project / program risk profile and mitigation effectiveness to inform decision making.

### **Commercial**

- Fiscal awareness in the conduct of duties to ensure optimal financial outcomes for Airservices

### **Safety**

- Compliance with safety, risk, environmental and any other standards

## **Key relationships**

- EPMO Risk Management Lead (manager),
- Program and Project Managers and Portfolio leaders – particularly for those assigned transformation programs and projects
- Internal and External stakeholders, including Airservices GRC specialists
- EPMO and assigned transformation programs team members

## Skills, competencies and qualifications

- Comprehensive understanding of ISO 31000 Risk Management principles, processes, and application in project (cost, schedule & budget), operational and technical risk. Relevant qualification would be viewed favourably.
- Experience undertaking quantitative and qualitative analysis of risks in complex projects / programs and generating succinct and insightful written reports addressing complex information and options.
- Experience implementing risk management process, plans and procedures and in monitoring control effectiveness across projects / programs (particularly in relation to capability delivery, technical and schedule risk).
- Well-developed interpersonal, communication and influencing skills – including a proven ability to develop and maintain productive working relationships at all levels
- Demonstrated ability to run risk management forums or workshops, involving experienced project / program managers as customer, including the ability to influence, negotiate and establish a rapport with key internal and external stakeholders and drive outcomes.
- Excellent writing and communication skills supported by high level of computer literacy with proficiency in Microsoft Office including Word, PowerPoint, Excel, Teams.
- Strong influencing and presentation skills and experience in coaching and training program / project managers and teams in risk management concepts and their practical application would be beneficial.
- Experience in working with different organisational cultures and in geographically dispersed programmes would be beneficial.
- Capacity to work independently and within tight deadlines, managing multiple competing priorities.

## Performance standards and behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet our Code of Conduct. This includes:

- Treating everyone with dignity, respect and courtesy
- Acting with honesty and integrity
- Acting ethically and with care and diligence
- Complying with all Airservices' policies and procedures, and applicable Australian laws
- Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
- Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices.