



## Position Description – Director, Risk Management

### About Arts Centre Melbourne

Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. ACM is home to Australia's leading performing arts companies and delivers exceptional international productions, alongside celebrations of comedy, cabaret and popular music and an extensive program of participation and learning.

Arts Centre Melbourne covers Hamer Hall, Sidney Myer Music Bowl and the Theatres Building (State Theatre, Fairfax Studio and Playhouse) and is home to the Australian Music Vault. Its iconic spire is a symbol of Melbourne. ACM welcomed more than 3.7 million visitors and over 4 million website visits in 2017-18.

The values of ACM describe behaviours demonstrated in its interactions with visitors, presenters, government and each other: leadership, community, care more and creativity. It is these values that ACM internal organisational culture is built upon – as articulated in the Culture Statement "The Role You Play."

Arts Centre Melbourne is governed by the Victorian Arts Centre Trust, a statutory authority of the Creative Industries portfolio of the Department of Jobs, Precincts and Regions (DJPR).

Arts Centre Melbourne turns 40 years old in 2024.

### About the Business Unit

A review of our risk management and compliance requirements and a realignment of roles and responsibilities created a new Director, Risk Management role and a renamed Risk Management and Compliance business unit.

The Business Unit is responsible for leading the Enterprise Risk Management activity of ACM, partnering with the business to ensure maturity in ACM's management of risk and developing and delivering the strategy, frameworks, tools and annual plans as enablers for effective risk management and compliance.

The role of Risk Management continues to develop as we move into a period of significant change. In particular a major redevelopment program (known as Reimagining the Melbourne Arts Precinct) and digital transformation.

The Business Unit provides and facilitates practical high level co-ordination of risk management and compliance across the organisation and is the ultimate champion of risk management within ACM.

ACM has adopted a 'three lines of defence' model. The Business Unit provides most second line functions and supports operational teams to develop and manage their first line responsibilities, embedding an effective risk culture.

The Business Unit also works closely with the outsourced internal audit function and ensures the associated work plan is aligned with the material risks represented in ACM's Enterprise Risk Profile.

About the Position	
<b>Primary Purpose</b>	<p>The primary purpose of this role is to provide high quality leadership in</p> <ul style="list-style-type: none"> <li>• Enterprise Risk Management <ul style="list-style-type: none"> <li>○ Risk Framework</li> <li>○ Risk Appetite</li> <li>○ Lead, inspire and manage cross functional teams to deliver effective risk management</li> <li>○ Embed an effective risk culture</li> </ul> </li> <li>• Responding to our increased risk profile from transformation- both Reimagining and digital elements</li> <li>• Ensuring the integration of risk management concepts into strategic planning</li> <li>• Compliance management</li> <li>• Internal audit- management of outsourced provider and liaison with the Victorian Auditor General's Office</li> <li>• Insurance arrangements.</li> </ul>
<b>Reports to</b>	Chair of the Risk Management and Audit Committee, Chief Executive, with reporting to Chief Operating Officer on a day to day basis
<b>Direct Reports</b>	2 Direct Reports- Compliance and Reporting Advisor and one vacant role Team structure needs to be reviewed by Director upon appointment
<b>Key Relationships</b>	<p><b>Internal</b></p> <p>CEO and Executive team, RMAC Chair and other ACM Trustees, General Counsel, Leadership Team and key project leads</p> <p><b>External</b></p> <p>Internal Auditors and Victorian Auditor General's Office (VAGO), Creative Victoria and other Cultural agencies, Victorian Managed Insurance Authority (VMIA)</p>
<b>Position Type</b>	Full time
<b>Salary Classification</b>	Band 6
<b>Financial Delegation</b>	As per Financial Delegation Policy

Key Criteria	
Qualifications	<ul style="list-style-type: none"> <li>• Business tertiary degree or diploma, or equivalent professional qualification</li> <li>• Evidence of continuing professional development</li> <li>• Formal qualifications in risk, governance or allied areas would be highly regarded</li> </ul>

Experience	<ul style="list-style-type: none"> <li>• Considerable knowledge and experience of best practice risk, compliance and audit frameworks, methodologies and emerging practice</li> <li>• Extensive experience at a senior level, including risk management and likely to have been a risk or internal audit senior manager in a mid-sized to large, complex organisation</li> <li>• A sound understanding of corporate and organisational governance issues</li> <li>• Strong people leadership skills with experience managing a small team and contract management of third party providers</li> <li>• Highly developed interpersonal skills, including the ability to liaise and consult with Trustees, senior leaders and their teams, senior government officials, stakeholders and senior external associates</li> <li>• Excellent oral and written communication skills with the ability to use critical thinking and analysis skills to pro-actively problem solve, mitigate business risk and ensure deliverables meet required timelines</li> <li>• Experience and ability, to champion risk management throughout the organisation and the ability to influence, coach, mentor and inspire team members to outstanding outcomes</li> <li>• Strong experience in leading teams through significant change</li> <li>• A detailed knowledge of the regulatory framework impacting ACM, including the Financial Management Act and Standing Directions of the Minister for Finance is desirable.</li> </ul>
Other (ie legal or physical)	<p>General office work</p> <p>Working across ACM's buildings. May be required to carry light equipment and able to be on call or periodically attend site out of normal hours</p> <p>This role will require a satisfactory background check.</p>

## Accountabilities

### Risk Management

- Sponsor and continue to develop a robust Risk Management Framework
- Provide leadership, advice and support in shaping major strategies that will result in improved efficiencies and effectiveness and the confidence that ACM is appropriately managing its exposure to risk.
- Provide partnership and support in the effective identification and management of risk to the Trust, Risk Management and Audit Committee (RMAC), Executive and Leadership Team, project and line managers throughout the organisation
- Continue the development and monitoring of ACM's Risk Appetite
- Ensure that ACM's risk standards and policies are maintained and enhanced
- Develop and oversee the implementation of effective communication strategies on risk management responsibilities
- Develop and monitor the execution of the risk management plan
- Continue to enhance risk reporting protocols and provide reports to the Executive, RMAC and Trust
- Develop and lead an organisational structure to effectively manage, monitor and report on risk including program management.

### Audit

- Work with the outsourced internal audit provider to develop the framework, process and plan for the internal audit function
- Manage, monitor and support the outsourced internal audit provider to ensure achievement of the Audit Plan
- In collaboration with key leaders and stakeholders, ensure the identification and improvement of internal controls, processes and efficiencies.

### Compliance Management

- Develop and maintain compliance strategy, processes, frameworks and tools
- Provide a centre of excellence for the Financial Management Act and Standing Directions of the Minister for Finance and their application and compliance monitoring by ACM
- Provide compliance advice to the business
- Ensure that ACM's compliance standards and policies are maintained and enhanced
- Effectively communicate and disseminate the compliance strategy and processes, including the provision of appropriate training, and monitor ACM's adherence
- Work together with the General Counsel (Trust Secretariat) to ensure efficient and effective coordination of the Risk Management and Audit Committee.

### Insurance

- Oversee ACM's insurance arrangements and ensure they are aligned to the Enterprise Risk profile
- Develop an effective relationship with insurers VMIA to optimise the insurance arrangements and leverage VMIA's wider risk management expertise in the Victorian government sector.

### **Leadership and management**

- Leading, inspiring and developing the Risk Management and Compliance team to ensure that they are able to deliver their responsibilities organisation. Mentor and coach others whilst providing constructive feedback and anticipating future talent gap needs
- Actively participate and influence peers and their direct reports through participation in ACM's broader Leadership Team
- Foster a culture of learning, transferring expertise and knowledge as appropriate, sharing best practice, capabilities and expertise
- Developing and maintaining a positive and focused team culture
- Influencing across the organisation to build a robust and effective risk culture.

### **Decision Making**

- A high level of delegation and operating autonomy is required, with the ability to make decisions within the terms of the Delegations Policy.