



Senior Risk Advisor
Business Unit

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. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.

About the Business Unit

The Risk and Compliance Team is a part of the Operations Pillar and is responsible for leading the Enterprise Risk Management activity of ACM, promoting the implementation of a risk intelligent culture, in which strategic, financial, compliance and operational risks are actively identified and managed.

About the Position

Primary Purpose	To promote the implementation of enterprise-wide governance and risk processes in support of the Director, Risk Management. To support the Director, Risk Management to lead the organisation in the identification, management and monitoring of its risks, utilising a “three lines of defence” model. Supporting the organisation’s business continuity planning processes. To facilitate the management of any insurance claims. To manage the planning, monitoring and reporting and to support implementation of the team’s projects, both annual/cyclical and strategic.
------------------------	---

Reports to	Director, Risk Management
-------------------	---------------------------

Direct Reports	NA
-----------------------	----

Key Relationships	Internal General Counsel, Executive Team, members of the Senior Leadership Team and all staff requiring advice and assistance in any of the areas of responsibility of the Strategic Planning and Governance team. External The Trust, Foundation Members, Insurance Advisors, Relevant External Consultants and Suppliers.
--------------------------	--

Position Type	Full Time
----------------------	-----------

Salary Classification	Band 4.1
------------------------------	----------

Financial Delegation	None
-----------------------------	------

Key Criteria	
Qualifications	Relevant qualification or certification in risk management or business or equivalent experience.
Skills and Experience	<ul style="list-style-type: none"> • Strong knowledge of ISO 31000 or the Victorian Risk Management Framework. • Strong knowledge regarding BCP and Crisis Management. • Ability to facilitate risk workshops • Excellent written and verbal communication skills • Strong interpersonal skills with the ability to engage and influence the chosen client group • Excellent time management, project management and organisational skills • Advanced understanding of MS Office, particularly Excel, Word and PowerPoint formatting, and the ability to quickly learn new systems • Experience in utilising GRC software • A proactive approach, with the ability to show initiative and find creative solutions to complex problems • Experience in risk, governance and/or compliance management is essential
Other (i.e. legal or physical)	General office work with a strong emphasis on computer usage and site work including outdoor locations

Accountabilities	
	<ul style="list-style-type: none"> • Risk Culture and Risk Appetite <ul style="list-style-type: none"> ○ Promote a risk culture ○ Assisting to define and monitor ACM's risk appetite. • Implementation of the Risk Management Framework <ul style="list-style-type: none"> ○ Reviewing and maintaining risk registers (Strategic, Project, Operational) ○ Facilitation of risk workshops, including supporting risk owners to fully assess their risks ○ Ensuring key risk controls are monitored ○ Assisting with embedding risk-based decision making into key decisions • Business Continuity and Crisis management <ul style="list-style-type: none"> ○ Supporting Infrastructure Services to maintain governance over ACM's Business Continuity and Crisis Management Framework • Insurance matters <ul style="list-style-type: none"> ○ Provide support and advice to the business for insurance matters, with support from General Counsel for complex claims. • Reporting <ul style="list-style-type: none"> ○ Drafting reports for the ACM Trust and RMAC ○ Generating reports and identifying trends in Risk Wizard ○ Preparing and supporting other risk and compliance reporting as required

- Manage Risk Management projects:
 - Identify risk training needs and providing training and support to ACM team members
 - Other annual projects as detailed and prioritised in the annual Risk and Compliance Business Plan
- Risk and Compliance digital platforms:
 - Driving continuous systems improvement of Risk Management Software (Risk Wizard)
 - Online learning and assessment systems (in development)
- Actively contribute to the success of the Risk and Compliance Team and the broader Governance Team and Arts Centre Melbourne
- OH&S Compliance
- Observing The Role You Play values.

Decision Making

- A moderate level of operating autonomy is required and the ability to make decisions appropriately and seek guidance/support where necessary
- The incumbent will be required to balance the often competing issues and conflicting demands of internal and external stakeholders

Draft: July 2019