



## Risk Management Specialist

### Program Management Office, OneSKY Australia Program (ASA 6)

#### Position Detail

<b>Reports To</b>	Risk Management Lead	<b>Group</b>	OneSKY Australia Program
<b>Budget Accountability</b>	Nil	<b>Location</b>	Melbourne
<b>Delegations</b>	Per instrument of delegations	<b>Reports:</b>	Nil

#### 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 90 million passengers, and provide air navigation services across eleven 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 control towers at international and regional airports, and provide aviation rescue fire-fighting services at 26 Australian airports.

#### Primary Purpose of Position

The OneSKY Australia Program is responsible for the planning, development and implementation of Airservices next generation services including the future civil-military air traffic management system (CMATS) through the Program – a joint activity with the Department of Defence.

As the Risk Management Specialist, reporting to the Risk Management Lead, and working as part of a joint team comprising Airservices and Department of Defence personnel, you will be responsible for identifying, analysing, consulting, monitoring and reporting on program-wide risks in accordance with P3M and enterprise governance, risk and compliance frameworks. You will ensure the risk registers are maintained and will contribute to the monitoring of mitigation effectiveness for project, program and portfolio responsibilities.

You will form an integral part of the OneSKY Australia Program team; be high-performing and accountable; and continue to deliver Airservices record of safety, environmental, WHS, risk and compliance excellence.

#### Accountabilities and Responsibilities

##### Position-specific

- Work with program staff and other functional leads to maintain up-to-date risk registers.
- Support the identification, quantitative and qualitative analysis and on-going review of program risks and control effectiveness.
- Support the generation of project, program and portfolio risk management reports to the Airservices Executive, Audit and Risk Committee and Board, and to Joint Airservices/Defence Governance forums.

##### People

- Maintain an effective relationship with program staff and functional leads to ensure effective co-ordination of risk management activities in support of program objectives
- Maintain an effective relationship with risk and compliance specialists within Airservices and Defence to ensure seamless management and reporting of risk governance and compliance.
- Whilst reporting to the Risk Management Lead, provide specialist support across the OneSKY Program.

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

- Implement enterprise governance systems and policies, including, WHS, risk and compliance.

#### **Safety**

- Demonstrate safety behaviours consistent with enterprise strategies, and in accordance with WHS accountability requirements.

### **Key Performance Indicators**

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

- Builds and maintains effective working relationships
- Takes responsibility for actions and outcomes
- Delivers on time and to the required standard
- Prioritises time, and manages expectations proactively.

#### **People**

- Established open and productive relationships with project teams as well as Airservices and Defence risk leads and subject matter experts.

#### **Safety**

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

### **Key Relationships**

#### **As the Risk Management Specialist**

- Risk Management Lead (Manager)
- Project and Program Managers
- Airservices and Defence risk management specialists
- OneSKY Program members.

#### **As part of the OneSKY Australia Program**

- OneSKY teammates.

### **Skills and Competencies**

- Demonstrated 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 and generating succinct written reports addressing complex information and options.
- Experience developing risk management process, plans and procedures and in monitoring control effectiveness across projects.
- Well-developed interpersonal, representation and communication skills – including a proven ability to develop, influence and maintain productive working relationships at all levels
- Demonstrated customer relationship skills of a high standard, including the ability to liaise, negotiate and establish a rapport with key internal and external stakeholders

- Experience in coaching and training project team members 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.

### Security Clearance

- Baseline (protected)

### Performance Standards and Behaviours

As a member of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same. 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.