JOB DESCRIPTION

Enterprise Risk and Business Continuity Manager

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.
Our values: As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

ABOUT THE ROLE

Role Purpose
This is a role sits in the Risk and Assurance business stream within the Governance, Risk and Quality directorate and reports to the Head of Risk and Assurance. The role has overall responsibility for the development, implementation and continuous improvement to Uniting's enterprise-wide risk management, business continuity and emergency planning policies, frameworks, processes and reporting to the Executive and Board Committees.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the Risk and Internal Audit team within the Governance, Risk and Quality Directorate through the following:

- Contributing to a stronger and more unified Uniting
- Working towards the defined priorities and outcomes for the Risk and Assurance Team and your specific areas of accountability
- Actively participating in communication to understand and contribute to a One Uniting way of operating
- Working productively and collaboratively as a positive role model both within your team and with others across Uniting

- Supporting positive relationship building with internal and external stakeholders including key partners and contractors to meet business requirements
- Actively promoting safe work practices in the workplace during all activities consistent with Uniting's policies and comply with all WH&S legislation, policies and procedures.
- Ensure that all activities and operations within your scope of responsibility are performed in accordance with the allocated budget and policy guidelines
- Maintain a high standard of conduct and work performance to promote our reputation with key internal and external stakeholders

As the Enterprise Risk and Business Continuity Manager, your role specifically will include being accountable for:

Risk Management key accountabilities
- Board and Executive's oversight of how risk management is integrated into Uniting's operations and demonstrates leadership and commitment.
- Risk management progressively becomes part of Uniting's purpose, governance, leadership and commitment, strategy, objectives and operations.
- Risk Management Policy and Framework development that considers; operating contexts, stakeholders, demonstrates commitment, roles and accountabilities.
- Progressive implementation of risk framework across Uniting including; embedding into key business frameworks and processes, enterprise and directorate risk reviews enable proactive and efficient management of risks taking account of control assurance results, and organisation's risk management capability develops over time.
- Risk framework remains suitable to support achieving the objectives of Uniting through performance monitoring and management review.
- Continual improvement of risk framework and risk management process to improve its value through best practice gap analysis.
- Effectiveness of risk framework implementation is measured through an independent review.

Business Continuity Management key accountabilities
- Board and Executive's oversight of business continuity and crisis response capabilities across Uniting.
- Business Continuity Management Policy and Framework development that considers; external threats, operational requirements, business capacity, scope and expectations of stakeholders.
- Implementation of business continuity framework across Uniting including; assessing disruption risks, coordinating business impact assessments to inform strategies and solutions within stakeholder agreed capacity, and development of response structures and plans, and coordinate testing of plans.
- Allocation of resources to maintain required people competency, process capabilities, and manage information and communication to interested parties.
- Evaluation of documentation, capabilities and testing outcome, and independent performance evaluation of business continuity framework and implementation.

Emergency Management key accountabilities
- Executive oversight of emergency management capabilities for sites occupied by Uniting people.
- Emergency Management Framework and Procedure development that considers; locality, facility, nature of work on site, composition of people and internal and external resources.
- Implement emergency management procedure at the organisational-level including; coordinating emergency planning committee and monitoring performance of specialist service provider to ECOs at the site-level.

- Monitoring and reporting on compliance with emergency management requirements.

Key success measures
- Highly organised and planning to optimise efforts to achieve key accountabilities.
- Agile to reprioritising planned work to align changing organisational priorities.
- Relevant policies and frameworks remain current and approved by Board, including risk appetite statements and tolerances.
- Enterprise risk profiles remain current and adds value to Executive and Board Committees.
- Crisis response plan and business continuity plans for critical business activities remain current and tested.
- Emergency planning committee monitors effectiveness of emergency management plans at site level.
- Uniting progressively matures in its risk, business continuity and emergency management journey.
- Positive or constructive senior stakeholder feedback on the risk partnering approaches, challenges and advice.
- Expert but practical advice on the application of frameworks, methodologies, processes and systems.
- Support the Head of Risk and Assurance with other risk related and management activities as and when required.

ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate: Governance Risk and Quality
You'll report to: Head of Risk and Assurance

YOUR KEY CAPABILITIES

Individual leadership
- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** – Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen
- **Organisational Operation** – Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
- **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
- **Develops and Grows the Business** – Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.

- **Makes Sound Decisions** – Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.

QUALIFICATIONS & EXPERIENCE

Qualifications:

- Relevant tertiary qualifications.
- Minimum 5 years of experience in enterprise or corporate Risk Management and Business Continuity or related, within a large multi-site organisation.

Experience:

Ideally, 2 years or more years' experience as a senior manager within risk management. You will be continuing to develop in your area of expertise and expected to have:

- Extensive experience in risk and business continuity management design and implementation across the organisation, aligned to ISO standards
- Ability to effectively manage stakeholders up to senior management and Executive
- Skilled at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required
- Strong analytical and problem-solving abilities
- Highly developed organisational and time management skills
- High level of initiative and flexibility
- Exceptional written and verbal communication skills
- Natural ability to thrive in a state of change
- Ability to manage multiple projects simultaneously
- Natural ability to maintain a high standard of ethics and professionalism.
- Ability to work both independently and in a team environment
- Extensive experience in using Microsoft Office applications including Excel, Access, Word, Project and Visio and risk management and/or analytics applications

Even better:

- Member of any relevant professional membership

Employee Name:	Click here to enter text.	Manager's Name: Title	Head of Risk and Assurance
Date:	Click here to enter text.	Date:	1 April 2021
Signature:		Signature:	