

Position Profile

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| **Position Title:** | Assistant Director - Risk Management |
| **Classification:** | EL1 |
| **Position Number:** | 5429 |
| **Tenure:** | Non-Ongoing |
| **Duration:** | Up to 6 months |
| **Section:** | Risk & Business Continuity |
| **Group:** | Governance |
| **Division:** | Policy and Corporate |
| **Location:** | Flexible |
| **Immediate Supervisor:** | Executive Level 2 |
| **Security Classification:** | ENTRY ONLY |

Group Responsibilities

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| The role of the Governance Group is to establish, promote and support best practice governance policies and practices that enable IP Australia to make informed business decisions, effectively implement activities that achieve our strategic objectives and meet our obligations as an APS entity. |

Section Responsibilities

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| The Risk and Business Continuity section has responsibility for:   * Risk Management; * Business Continuity; and * General governance duties as required. |

Position Description / Context of the Role

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| The Assistant Director will assist the Chief Risk Officer to build and implement tailored risk initiatives and facilitate organisational capability development and uplift to help achieve IP Australia’s risk maturity objectives. This includes building and implementing learning and development materials, embedding systematic risk management into business practices, testing and implementing enterprise resilience frameworks, developing and implementing new risk management resources, and coordinating risk management activities across the Agency. The position will work with limited direction, exercising reasonable autonomy and accountability. The successful applicant should have highly developed organisational skills and be able to communicate and liaise with people at all levels. The role involves engagement with all areas of the business, including the Executive Board and Audit Committee. |

Position Specific Duties

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| Under the supervision of the Chief Risk Officer, the Assistant Director – Risk Management:   * Works across the Agency to articulate a whole of entity view on risk management and defines the expected behaviours for risk taking. * Works with business areas to embed systematic risk management into day-to-day processes. * Identifies and implements appropriate training and awareness programs to build the capability of staff to appropriately engage with risk. * Applies their expertise to create, review and implement simple and effective risk management frameworks and tools for staff. * Provides technical guidance on complex problems to colleagues, particularly where there is not clear or definitive course of action and uses their expertise to develop the capability of others. * Collaborates across the organisation to identify and implement innovation and business improvement activities related to risk management. * Provides advice on approaches to mature risk management culture. * Establishes and promotes relationships with other government entities to share and implement better practice risk management across the APS. * Demonstrates attitudes and behaviours responsive to workplace change (including participates in and encourages others to participate in change and contribute to successful outcomes) * Improves organisational performance through effective engagement with and management of risk within relevant sphere of influence * Establishes clear expectations and creates an environment to achieve stated goals and objectives, takes ownership and honours commitments * Maintains an understanding of their/worker responsibilities under the *Work Health & Safety Act 2011* (WHS Act) and a commitment to promoting a healthy and safe workplace. |

Position Specific Capabilities

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| * Highly developed organisational skills including the ability to prioritise and collaborate with others to achieve deadlines * Well-developed communication skills, both verbal and written * Excellent interpersonal skills at all levels * Proficient liaison and negotiation skills * Relevant technical skills in risk management, business continuity, or learning & development will be highly regarded |
| Please note: Applicants are encouraged to refer to the attached Capability Framework documentation which outlines agency wide behavioural descriptiors for the five core capabilities at this classification. |

Application Requirements

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| To apply for this position, candidates are asked to:   * Frame their responses around the position specific duties and position specific capabilities of the role (as set out in this position profile), and provide:   1. An explanation of how their skills, knowledge and experience will be relevant to this role (limited response between 300 and 500 words)   2. Details of no more than two (2) professional achievements, within the last 5 years, that demonstrate their suitability for this role (limited response between 300 and 500 words) * Provide a current CV detailing recent employment history which is relevant to the advertised position * Provide the name and contact details of two referees   Applications must be submitted through the IP Australia Web Recruitment system (IP Acquire)  Please note: you MUST be an Australian Citizen to be engaged in the APS and to meet IP Australia’s security clearance requirements. |

Contact Officer

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| For further information pertaining to this job please contact Melissa Tooke on 02-6283-2541 |

Assessment Method

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Working at IP Australia

IP Australia recognises the importance of employees balancing their work and personal lives by offering staff access to an ongoing series of health and wellbeing programs, flexible work-life policies and a range of professional development programs. IP Australia is a breastfeeding friendly workplace and has an onsite childcare facility with priority enrolment for IP Australia employees.

The IP Australia office in Canberra provides high quality accommodation and facilities. These include: an on-site café, conference, meeting and training rooms; limited on-site parking for cars and motor cycles available on a rotational basis; the provision of undercover bicycle racks; excellent shower/change facilities for staff choosing to walk or ride to work; and the advantage of all staff being co-located in the one building.



Working in the APS

Australian Public Service (APS) Values guide us through our working lives, setting expectations for shared behaviour that keep our workplace harmonious and productive. The values are also a promise to the people of Australia that we can be trusted to act with integrity, in their service and in accordance with the Public Service Code of Conduct.

