

Position details

Title of Position:	Manager Risk, Governance and Assurance
Reports to (position title):	Head of HSE & Risk
Division:	Assurance
Function:	Risk, Governance & Assurance
Number of Direct Reports:	1 – 5
Grade:	Not Applicable

Health, Safety & Wellbeing

ElectraNet is committed to a Safety-First culture and a work environment promoting the health, safety and wellbeing of all workers. To sustain this culture, all leaders are required to implement and maintain the areas of ElectraNet's safety management system under their control, where the health, safety and wellbeing of all workers comes first while ensuring full compliance with all legislative and policy requirements.

All employees are required to contribute to the Safety-First culture by exercising their duty of care to themselves and one another, by working safely, by adhering to all reasonable safety instructions, by using all equipment provided in accordance with safe work methods and by promptly reporting any unsafe working practices or hazardous working conditions.

Position Overview

The Manager Risk, Governance and Assurance is accountable for leading the development of ElectraNet's Risk Management Assurance Compliance and Governance Frameworks and capabilities of ElectraNet's Risk, Governance & Assurance team, to facilitate the achievement of the organisations vision, purpose and strategic intent with robust and fit for purpose risk and compliance management, assurance and governance, the delivery of outcomes organisation-wide. The role works closely with Head of HSE & Risk to operationalise strategy and provides leadership, advice and guidance as a subject matter expert, to ensure contemporary, effective and efficient practice in the areas of risk, compliance, governance and assurance.

The position is responsible for leading a team of risk, governance and assurance subject matter experts to deliver the Risk, Compliance, Governance and Assurance policies and programs to manage risk, compliance, governance and assurance support the business to achieve its objectives.

The Manager Risk, Governance and Assurance will also provide specialist advice and support regarding risk management across the business (strategic, functional and project) with a focus on facilitating the improvement of risk, compliance, governance and assurance. The Manager Risk, Governance & Assurance is also responsible for leading and managing the internal audit & assurance program, including its ongoing review and improvement and for supporting the review and improvement of and activities related to ElectraNet's Incident and Crisis Management.

Working across the organisation and with the Risk, Governance and Assurance team this role will:

- facilitate the development and ongoing management (including continual improvement) of the internal audit and assurance program along with providing advice on internal audit and assurance to ensure compliance with policies, frameworks and procedures and to leverage strategic value from this proportion of work; and

- assist in coordinating and embedding the requirements of the ElectraNet Risk Management Policy & Framework to help deliver a consistent approach to risk management, improve risk management maturity and knowledge and to support transparent disclosure of risk information to the broader business to proactively manage risk.
- lead a comprehensive review of ElectraNet's Compliance, Governance and Assurance Frameworks, policies, procedures, directives, forms and forum governance to ensure that the business is adhering to a consistent and effective framework and all policies, procedures and directives are being reviewed in accordance with the relevant policy.

Success in this role is characterised by impactful and influential leadership to ensure strong engagement and culture across the function, effective collaboration across the business and successful delivery of functional activities to support the achievement of ElectraNet's business goals and objectives.

Key Responsibilities

Functional leadership & strategy

- Lead the development, delivery and continuous improvement of all risk, compliance, governance and assurance activities to ensure best practice, continuous improvement and that they are operationalised effectively.
 - Develop and lead ElectraNet's Risk Management strategy and committee, Internal Audit strategy, Compliance Management, Governance and Assurance strategy.
 - Monitor changes and developments in the compliance management and risk, governance and internal audit and assurance environment and develop appropriate strategies to implement continuous improvement and best practice at ElectraNet.
 - Ensure corporate requirements and business processes (e.g., performance and development reviews, resource planning, budget development and corporate reporting) are completed within expected timelines and to the required quality standards.

Enterprise risk management

- Provide timely, high quality risk and compliance management advice, leadership and guidance to support ElectraNet's business objectives and corporate governance requirements, ensuring consistency with ElectraNet's Risk Management Policy & Framework and obligations under the Security Critical Infrastructure Act.
- Lead effective management of risk identification assessment and management activities across the organisation to eliminate or minimise risk exposure, including review of controls and actions including the development and delivery of tools to assist, and proactive management of ElectraNet's Critical Infrastructure Risk Management Program.
- Assist in the strategic design, review, deliver administration and management of the enterprise risk management system including training, support and advice to groups/divisions to improve risk management maturity.
- Develop a program of risk, compliance, governance and assurance management system including training, support and advice to groups/divisions fit for purpose.

Internal audit & assurance

- Provide timely, high quality advice and leadership regarding internal audit and assurance services across the organisation to protect ElectraNet and support the achievement of business objectives.

- Develop, lead and manage ElectraNet's internal audit and assurance strategy, policy and framework ensuring alignment with best practice and compliance with legislative requirements.
- Manage the internal audit program to identify risks and review effectiveness of controls to identify organisational and process weaknesses or areas for improvement.
- Manage compliance audits as part of the internal audit program including proactive management of findings and timely provision of reports to the Executive and Risk Management Committee (as required).

Governance frameworks & performance reporting

- Drive the development, review, continuous improvement, maintenance, implementation and evaluation of policies, procedures and frameworks that govern Risk, Governance and Assurance activities, and support continuous review and improvement .
- Ensure the development, monitoring, analysis and reporting of relevant performance metrics for the Risk, Governance and Assurance function with value-adding commentary and insight.
- Develop and conduct employee training sessions and workshops on key risk, internal audit and assurance matters to build a culture supportive of compliance, governance, assurance and risk.

Behavioural

- Build and maintain strong, influential working relationships with internal and external stakeholders, delivering a high level of customer service and results.
- Create and develop a respectful workplace environment that promotes open discussion and cross-functional collaboration to drive high performance.
- Lead by example; role model the Safety First culture; demonstrate personal accountability for self-development and for achieving quality and timely results.
- Carry out the role in a professional and ethical manner and in accordance with ElectraNet's values, Code of Conduct and other policies.

Significant Working Relationships

- Executives and Managers of functions
- ElectraNet Leaders and Employees
- External stakeholder groups including auditors, advisers, risk management platform licence and support, Department of Home Affairs

Equipment & Technology Used

- Microsoft Office Suite of Products
- Battleground
- Predict or alternative Risk Management System
- Incident Management System
- SAP/PSA

Selection Criteria

Knowledge & Experience

Essential

- Knowledge and experience working as a subject matter expert and/or providing technical leadership in a corporate environment (as a guide approximately 5+ years).
- Demonstrated experience in genuinely adding value to the business by providing operational guidance in risk, Compliance, governance and assurance.
- Demonstrated capability to lead teams through change to contribute to a high-performance culture utilising change management principles.
- Extensive knowledge and experience in risk, compliance, governance and assurance.
- Excellent interpersonal skills with the ability to build collaborative and productive relationships with diverse internal and external stakeholder groups.
- Sound financial acumen with the ability to see the financial effects and relationships of various aspects of the business.
- Demonstrated leadership to inspire, motivate, mentor and develop employees to be engaged, accountable and achieve best-practice in their respective disciplines.
- Highly developed written and oral communication skills, including demonstrated negotiation and conflict resolution skills.
- Demonstrated ability to act decisively and initiate urgent action to overcome difficult problems.
- A clear thinker, with sound knowledge and experience in people management and the ability to constructively challenge the status quo.

Desirable

- Minimum 8+ years' experience in a Risk, Governance and Assurance related role.
- Post graduate management or business-related qualifications.
- Electricity Industry background.
- Flexible approach to working hours and after-hours commitments.
- Experience in coaching or training the risk assessment process through a corporate or enterprise risk management system.
- Experience in managing obligations under the Security of Critical Infrastructure Act and robust Compliance Management in a heavily regulated environment.

Qualifications

- Diploma or Tertiary qualifications in a relevant discipline including risk management, assurance, auditing (i.e. quality systems, internal/external assurance or compliance auditing), project management or equivalent practical experience.
- Post graduate qualifications in business and/or risk related discipline.

Background Checks

- Pre-employment checks, including background and security checks (such as global criminal checks) are required for this position, completed prior to commencement and repeated on a regular basis after appointment.

NOTE: Copies of the above listed qualifications/licences/certificates are required as evidence on appointment.