

Role Description

Risk Manager



Cluster	Transport
Agency	Sydney Metro
Division/Branch/Unit	Corporate Services / Finance & Risk
Location	680 George Street, Sydney and other site locations
Classification/Grade/Band	Grade 9
Role Number	tbc
ANZSCO Code	221112
PCAT Code	2121392
Date of Approval	August 2019
Agency Website	www.sydneymetro.info

Agency overview

Sydney Metro is leading Australia's biggest public transport infrastructure program, developing and delivering a new world-class metro railway system for Sydney.

As a new NSW Government statutory authority, Sydney Metro has been tasked with developing and delivering metro railways, and managing their operations. Sydney Metro also leads the development of vibrant station precincts to meet customer and community needs, transforming the way Sydney travels and helping shape the future of Australia's largest city.

Primary purpose of the role

The primary purpose of the role is to manage and coordinate the risk management function, ensuring that all elements of the risk management framework are up-to-date, fit-for-purpose and effectively implemented.

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Maintain and implement fit for purpose risk management framework to facilitate the management of strategic, enterprise and project risks
- Maintain the Sydney Metro Risk Appetite Statements framework to ensure all risks associated with the organisation's business plan are considered and plans are in place to mitigate those risks
- Build and promote a risk-aware culture which includes increase levels of awareness, understanding and commitment to risk management issues, facilitating risk workshops as required
- Implement a program of risk reviews and reports which will facilitate an accurate understanding of risk exposures across Sydney Metro and its projects and assist in providing solutions and mitigations, including any required corrective actions.

- Provide subject matter expert advice to ensure that risk identification, evaluation and mitigation is employed across functional groups and projects to inform decision-making
- Maintain the risk management software to facilitate effective risk management
- Facilitate risk management reporting to Sydney Metro Executive and Governance Committees to report on strategic and financial impact of risks
- Support quantitative risk assessment processes to facilitate informed and evidence-based decision-making

Key challenges

- Working in an evolving and dynamic environment where risks are constantly changing
- Supporting multiple stakeholders horizontally across business and projects, and vertically from individual risk owners to Executive and Governance committees
- Providing strategic and operational guidance and support to the business to identify, manage and minimise risk exposures

Key relationships

Who	Why
Internal	
Senior Manager Risk	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive instructions • Provide regular updates on key projects, issues and priorities • Contribute to strategic planning, policy development and decision making
Finance & Risk team	<ul style="list-style-type: none"> • Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and work outcomes
Integrated project teams and wider Sydney Metro Office	<ul style="list-style-type: none"> • Build collaborative working relationships and provide expert advice
External	
TfNSW divisions and other Transport operating agencies	<ul style="list-style-type: none"> • Build collaborative working relationships
Delivery partners, service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations	<ul style="list-style-type: none"> • Participate in forums, groups to represent agency and share information • Provide advice and respond to requests for information

Role dimensions

Decision making

The role operates with a high level of autonomy within the requirements of the agreed work plan and establishes operational priorities in consultation with the Senior Manager, Risk. The position holder is expected to deliver assigned projects on time and at or below budget and is fully accountable for the quality, integrity and accuracy of expert advice provided.

Reporting line

Sydney Metro operates under a matrix reporting model across functional and implementation groups, or project workstreams.

This role reports directly to the Senior Manager, Risk.

Direct reports

There are no direct reports to this role

Budget/Expenditure

The budget/expenditure allocation for this role is to be confirmed

Essential requirements

Tertiary qualifications in a relevant discipline or equivalent experience





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>responsiveness to their needs</p> <ul style="list-style-type: none"> Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Adept	<ul style="list-style-type: none"> Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge success Identify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needs Ensure financial implications of changed priorities are explicit and budgeted for Use own expertise and seek others' expertise to achieve work outcomes
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> Design and develop systems to establish and measure accountabilities Ensure accountabilities are exercised in line with government and business goals Exercise due diligence to ensure work health and safety risks are addressed Oversee quality assurance practices Model the highest standards of financial probity, demonstrating respect for public monies and other resources Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks Incorporate sound risk management principles and strategies into business planning
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects Communicate the project strategy and its expected benefits

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>to others</p> <ul style="list-style-type: none">• Monitor the completion of project milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects