Role Description
Enterprise Risk Manager

Cluster	Separate Agency
Agency	NSW Education Standards Authority (NESA)
Division/Branch/Unit	Strategy & Capability
Location	117 Clarence Street, Sydney
Classification/Grade/Band	Clerk Grade 11/12
Kind of Employment	Temporary
Role Number	T1473
ANZSCO Code	221214
PCAT Code	3119192
Date of Approval	May 2023
Agency Website	www.educationstandards.nsw.edu.au

Agency overview

The NSW Education Standards Authority (NESA) works with the NSW community to drive improvements in student achievement.

We are an independent statutory authority reporting to an independent Board and the NSW Minister for Education and Early Childhood Learning.

Making sure all children and young people in NSW leave school ready to take advantage of life's opportunities, as well as to rise to its inevitable challenges, is at the heart of what we do.

We achieve this by supporting all school sectors (public, catholic and independent) to deliver the best possible outcomes for students through:

- high-quality syllabuses.
- assessment, including managing the HSC and NAPLAN.
- teaching standards, such as the accreditation of teachers to work in NSW schools.
- school environments, including setting and monitoring school standards.

To find out more about the important work we do for NSW visit our website.

Primary purpose of the role

The Enterprise Risk Manager will be NESA's lead subject matter expert on risk, responsible for working with the business to identify the organisation's strategic and operational risks, and researching, planning and implementing core risk and compliance frameworks and solutions that support NESA's strategic and operational priorities. This role will be responsible for effective risk management across NESA, as well as development of Executive and Board reporting. This is an exciting new role that will help lead an enterprise

thinking approach and capability uplift across the organisation, driving a culture of accountability and ownership of risk.

Key accountabilities

- Lead the creation and implementation of enterprise risk frameworks, policies, and processes, including a risk management strategy, risk appetite statements, internal controls and risk register.
- Provide risk oversight, to drive outcomes that lead to modernisation of the risk environment, including enhancing strategic approaches to appropriate risk taking, driving the organization towards a culture and practice of intelligent risk-informed decision making.
- Lead and deliver stakeholder solutions across a range of risk, conduct and compliance themes to deliver performance and improvement initiatives.
- Provide active guidance and support to colleagues to foster collaboration, whilst promoting and embedding a mature risk management culture.
- Provide insights, recommendations, training and awareness programs to internal stakeholders to assist in addressing gaps and uplifting compliance capabilities.
- Developing and implementing technology-solutions to support risk assessments and controls and to provide risk insights on business activities.
- Provide focused and supportive leadership, coaching and development opportunities for line managers.
- Undertake appropriate professional networking (within and outside the sector) and reading to stay abreast of external environment emerging risks and to benchmark practices and solutions for driving continuous improvement in risk and controls management.
- Prepare concise Executive Leadership Team, Board and Audit and Risk Committee papers and reporting, focusing leaders on risks that could prevent delivery of core business activities and strategy.

Key challenges

- Raising the risk management profile and maturity across NESA. Developing an approach and framework that can be readily understood and adopted by stakeholders.
- Influencing mindsets and behaviour towards risk, including to perceive risk as an opportunity enabler for strategy.
- Working autonomously within agreed parameters established with line manager, executive staff and division staff, and identifying solutions to challenging work issues or conflicting perspectives to realise business outcomes.
- Managing complex and sensitive discussions with diverse stakeholders within agreed timelines, given the need to balance competing interests and demands which are often changing and unpredictable.
- Delivering policy and planning initiatives to the required standards and timeframes, given the need to rapidly understand and integrate information.

Key relationships

Who	Why
Internal	
Manager Line managers across NESA Directors Executive Directors Deputy CEO CEO	• Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Receive advice and report on progress towards business objectives and discuss future directions
Executive Leadership	• Collaborate and provide expert advice to contribute to decision making • Identify emerging issues/risks and their implications and propose solutions • Receive advice and report on progress towards business objectives and discuss future directions
Manager Line managers across NESA Directors Executive Directors Deputy CEO CEO	• Guide and support capability development to ensure governance and quality requirements are met
Stakeholders	• Provide expert advice on a range of policy issues and strategies • Optimise engagement to achieve defined outcomes
External	
Stakeholders	• Provide expert advice on a range of policy issues and strategies • Optimise engagement to achieve defined outcomes • Consult and negotiate on key policy issues
Other NSW Government Agencies	• Represent agency interests and negotiate to achieve optimal outcomes

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control as directed by their Manager. It refers to a Managers' decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the manager.

Reporting line

It is envisaged the role will report to the Program Manager, Strategy and Capability, however this is subject to change

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Direct reports

Nil.

Budget/Expenditure

Nil.

Essential requirements

- High level experience in an Enterprise Risk position in a medium - large and complex organisation
- Knowledge and pragmatic application of contemporary risk management and governance models, principles, and techniques.
- Previous experience managing risk projects.
- Demonstrated experience analysing information/data and providing recommendations to leaders.
- Demonstrated ability to successfully engage and maintain relationships particularly with internal stakeholders at all levels.
- A natural communicator, with exceptional written and verbal communication skills and an ability to influence stakeholders.
- Experience in transforming and embedding a risk management framework within defined governance structures.

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.

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NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Advanced**
	Manage Self	**Advanced**
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	**Advanced**
	Influence and Negotiate	**Advanced**
Results	Deliver Results	Adept
	Plan and Prioritise	**Advanced**
	Think and Solve Problems	**Advanced**
	Demonstrate Accountability	Adept
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Adept
	Manage Reform and Change	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 Display Resilience and Courage	Intermediate	• Stay calm and act constructively in highly pressured and unpredictable environments • Give frank, honest advice in the face of strong, contrary views • Accept criticism of own ideas and respond in a thoughtful and considered way • Welcome new challenges and persist in raising and working through novel and difficult issues

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Develop effective strategies and show decisiveness in dealing with emotionally charged situations, difficult and controversial issues
Personal Attributes Act with Integrity	Advanced	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Influence and Negotiate	Advanced	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Adept	• 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

Group and Capability	Level	Behavioural Indicators
		• Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Advanced	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Business Enablers Project Management	Adept	• 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 to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Foundational	• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks

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