

# Role Description

## Senior Risk Advisor



Cluster	Transport
Agency	Sydney Trains
Division/Branch/Unit	Safety Environment and Risk (SER)
Location	Sydney
Classification/Grade/Band	TSSM
Role Number	50000475
Job code	81000353
ANZSCO Code	139999
PCAT Code	1229192
Safety Category	Category 4
Date of Approval	June 2016
Agency Website	<a href="http://www.sydneytrains.info">www.sydneytrains.info</a>

### Agency overview

Sydney Trains provides train services throughout the Sydney metropolitan area and was established in July 2013. Its vision is to keep Sydney moving by putting the customer at the centre of everything it does and delivering safe, reliable and clean rail services to the people of Sydney. The organisation is focused on providing sustainable, efficient and cost effective services.

### Primary purpose of the role

The Senior Risk Advisor provides expert and specialist risk management advice, capability and capacity to line management to support achievement of operational and risk management requirements and ensure compliance with applicable regulatory standards

### Key accountabilities

- Provide expert level advice on the interpretation and use of reports/data extracted from the SER Risk Register or quantitative assessment model; and implement all aspects of the SER Risk Register including governance, data quality, application of controls within the business unit
- Prepare and review of risk management plans, reports, assessments and analysis to drive achievement of targeted risk management objectives
- Provide risk management advice covering enterprise risk, operational risk and project risk management disciplines to support informed strategic decision making; and provide specialist risk management support, advice and mentoring to line management and staff to develop their risk management competencies and assist them deliver against their safety accountabilities
- Contribute to the development of the quantitative risk assessment model in line with contemporary industry practice

- Provide specialist risk assessments using techniques such as Fault Tree Analysis, Cost Benefit Analysis to the executive management team and other business units as required in order to support risk based decision making.
- Perform change assessments, hazard analysis and risk assessments to facilitate identification of risks and inform appropriate risk management strategies to address these
- Maintain and develop SER and operational risk registers to identify, record and report on issues and coordinate risk management activities
- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Execute safety responsibilities, authorities and accountabilities consistent with Sydney Trains safety management system requirements which are defined in SMS document number SMS-02-RG-3058.

## Key challenges

- Providing expert advice on risk management and risk management practices and ensuring compliance given competing priorities and the dynamic and high risk context
- Supporting transformational change given the range of internal and external stakeholders, the potential resistance to change and the need for both structural and cultural change

## Key relationships

Who	Why
<b>Internal</b>	
Principal Risk Advisor	<ul style="list-style-type: none"> <li>• For performance reporting, risk analysis, advice and priority setting</li> </ul>
Divisional GMs	<ul style="list-style-type: none"> <li>• Implementation and reporting of risk management</li> </ul>
SER Directorate	<ul style="list-style-type: none"> <li>• For reporting, risk register maintenance/integration, advice, policy and strategy</li> </ul>
Line Managers	<ul style="list-style-type: none"> <li>• To provide advice and analysis of risks</li> </ul>
<b>External</b>	
None applicable - role is internally focused	

## Role dimensions

### Decision making

The role is fully accountable for the formulation of advice and coordination across all operational objectives.

Independent decision making requirements of the role include:

- Advice provision (Risk)
- Customer Service specific systems development (Risk)
- Customer Service specific systems maintenance (Risk)

Collaborative decision making requirements of the role include:

- Implementation support, reporting, audit, investigations, standards development and policy development

- Corrective implementation
- Strategic Plan development

### **Reporting line**

Principal Risk Advisor

### **Direct reports**

Nil

### **Budget/Expenditure**

Nil

### **Essential requirements**

- Tertiary qualification in a Risk relevant discipline with demonstrated experience in the application of risk assessment techniques to support risk based decision making within a safety critical environment
- Demonstrated ability to provide expert level analysis of SER and operational risk data





### **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](http://www.psc.nsw.gov.au/capabilityframework)

### **Capability summary**

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

## NSW Public Sector Capability Framework

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

### 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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Results</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> <li>• Design and develop systems to establish and measure accountabilities</li> <li>• Ensure accountabilities are exercised in line with government and business goals</li> <li>• Exercise due diligence to ensure work health and safety risks are addressed</li> <li>• Oversee quality assurance practices</li> <li>• Model the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>• Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks</li> <li>• Incorporate sound risk management principles and strategies into business planning</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>