Role Description
Principal Risk Advisor

Cluster	Transport
Agency	Sydney Trains
Division/Branch/Unit	Safety Environment and Risk (SER)
Location	Sydney
Classification/Grade/Band	TSSM 1
Role Number	51004872, 51004873, 51004874
JOB CODE	81000348
ANZSCO Code	272499
PCAT Code	3119192
Safety Category	Category 2
Date of Approval	June 2016
Agency Website	www.sydneytrains.info

Agency overview

Sydney Trains has c10000 staff 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.

Sydney Trains has a 'make it happen' culture where each individual accepts both a personal and shared responsibility for being innovative, for making a difference and for developing organisational capability.

Joining Sydney Trains presents an exciting opportunity to shape the future of rail services in Sydney and make a genuine difference for the people of NSW by providing the rail system they deserve.

For more information go to www.sydneytrains.info

Primary purpose of the role

The Principal Risk Advisor provides expert level, professional capability to the business for the utilisation of information from the SER Risk Register in order to enable risk based decision making within the business and to 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
- Implement of the SER Risk Register including; governance, data quality, application of controls within the Enterprise Risk Management framework

- Communicate the implication of changes to the SER Risk Register and Risk Profile to the business
- Take a lead role in the provision of specialist risk assessments using techniques such as SIL Assessment, 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.
- Provide advice and present information to the executive management team on the organisation's risk exposure to enable informed risk based decision making
- Provide advice and present information to SER professionals within the business to support the application of risk based decision making within the business units; and within the SER Risk Register in response to requests from regulatory authorities or other external parties as required
- Provide independent verification of risk analysis produced within the business and/or provided by external consultants
- 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 the complex modelling of SER issues to mitigate risks and improve the risk profile
- Supporting the informed use of the SER Risk Register within the business to support risk based decision making

Key relationships

Who	Why
Internal	
GM Risk	• For performance reporting, risk analysis, advice and priority setting
Divisional GMs	• Implementation and reporting of risk management
SER Directorate	• For reporting, risk register maintenance/integration, advice, policy and strategy
Line Managers	• To provide advice and analysis of risks
External	
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:

- Selection and use of specialist risk assessment techniques in support of risk based decision making

Collaborative decision making requirements of the role include:

- None Applicable

Reporting line

GM Risk

Direct reports

 Risk Advisors

Budget/Expenditure

<mark>TBA</mark>

Essential requirements

- Tertiary qualification in a Risk relevant discipline with demonstrated professional experience at a senior level in the application of risk assessment techniques for an organisation operating within a complex, high reliability environment
- Demonstrated professional experience in the selection and application of specialist risk assessment techniques such as; SIL Assessment, Fault Tree Analysis, Cost Benefit Analysis etc.
- Demonstrated ability to provide expert level analysis of SER and operational risk data
- Demonstrated professional experience with Risk Management frameworks and systems.

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

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**
Personal Attributes	Display Resilience and Courage	Advanced
	Act with Integrity	**Adept**
	Manage Self	Advanced
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	**Adept**
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	**Advanced**
Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	**Adept**
People Management	**Manage and Develop People**	**Advanced**
	Inspire Direction and Purpose	Adept
	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 Act with Integrity	Adept	• 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

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		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 Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • 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	• 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	• 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	• 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,

NSW
GOVERNMENT

Group and Capability	Level	Behavioural Indicators
		• 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	• 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	Advanced	• Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People Management Manage Reform and Change	Adept	• Actively promote change processes to staff and participate in the communication of change initiatives across the organisation • Provide guidance, coaching and direction to others managing uncertainty and change • Engage staff in change processes and provide clear guidance, coaching and support • Identify cultural barriers to change and implement strategies to address these