



POSITION DESCRIPTION

Position Title:	Manager – Risk
Tenure:	Non-ongoing, Full-time (Approx. 24 months)
Salary:	\$144,710 - \$180,888 per annum plus 15.4% superannuation
Reports To:	Chief Risk and Assurance Officer
Direct Reports:	One or more analysts
Location:	Canberra, ACT
Contact Officer:	Erin Martin – (02) 6263 1111
Applications Close:	11:59pm Thursday, 5 December 2024
Security Level:	Baseline
Qualifications:	Degree qualification in commerce, communications, risk management or a related discipline from a recognised tertiary institution.
Experience:	Extensive experience in the fields of corporate strategy, governance or risk management. Along with demonstrated leadership, interpersonal and people management skills. Exposure to Australian capital markets as they pertain to sovereign debt management would be well regarded.
Other qualities:	Skills in developing or applying risk management frameworks. Working knowledge of the Commonwealth Risk Management Policy and framework. Well-developed relationship management capabilities and highly developed communication and organisation skills. A high degree of initiative, judgement and discretion.

Role Overview:

The AOFM's values are Trust, Excellence and Diversity. We are committed to inclusion and diversity, with an ambition of being the best possible place to work. This reflects the importance we place on our people and on creating a workplace culture where each and every one of us is valued and respected for our contribution. Our ideal candidate adds to this culture and our workplace in their own way.

The Manager – Risk is a strategic and technical leadership role within the unit. This is a senior position with shared responsibility for the overall performance of the unit and for mentoring and supervising junior staff. Responsible for maintaining the AOFM's enterprise risk management and business resiliency frameworks, systems and tools in line with business requirements and better practice. This includes integration with related risk frameworks (such as the financial risk framework, fraud control framework, privacy framework and protective security framework). The



role provides strategic support to the Executive Leadership Group on the management of entity resources within risk appetite. The Manager - Risk will enable the AOFM to demonstrate and maintain an appropriate level of risk maturity.

The Manager – Risk is required to draw on experience and knowledge of international and Commonwealth risk management frameworks and standards, as well as those deployed in financial markets, to help support delivery of fit-for-purpose frameworks. The role is also responsible for coordinating the ERA Group’s input to the AOFM’s corporate planning processes.

The Manager – Risk is the AOFM’s Privacy Officer and is the primary point of contact for privacy matters.

Key Activities:

The Manager – Risk will work proactively and collaboratively to achieve the Enterprise Risk team’s business plan activities. Core responsibilities include:

- maintaining and enhancing the AOFM’s Enterprise Risk Management framework and supporting systems;
- maintaining and enhancing the AOFM’s Business Resiliency framework, including the Business Continuity Plan, business impact analysis, and related testing;
- supporting the Executive Leadership Group and AOFM staff to make risk-informed decisions, mindful of the AOFM’s appetite for risk;
- supporting the implementation of the governance, assurance and security frameworks, including providing guidance on risk management and control practices;
- implementing the Privacy Management Plan and providing periodic reporting to governance committees;
- providing leadership, guidance, advice and targeted training to AOFM staff to enhance their understanding and capability with regard to risk management and privacy; supporting the Executive Leadership Group and AOFM staff in corporate planning and business planning activities;
- maintaining currency with relevant AOFM or other government legislative or reporting requirements, Australian and international standards and better practice models related to risk management and risk governance;
- preparing a range of written materials and presenting on their contents (e.g. reports, briefings and presentations for the CEO, Executive Leadership Group, Audit and Risk Committee, and Minister); and
- managing junior staff including providing direction, performance feedback and encouraging learning and development.

Behavioural attributes:

- Works collaboratively to achieve results.
- Builds capability and knowledge.
- Fosters a culture of innovation and continuous improvement.
- Demonstrates leadership.
- Acts with respect and integrity.



SELECTION CRITERIA

Manger – Risk

Position No:	AO137	APS Classification:	EL1
Group:	Enterprise Risk and Assurance	AOFM Band:	AOFM 2

Following are the criteria against which selection for this position will be made. It is in your interest to assess your knowledge, skills and experience against the criteria. The selection panel will assess your ability to meet these criteria along with the core Behavioural Attributes listed in the Position and Duty Statement. Should referees be contacted, they will also use these criteria when reporting on your suitability for this position.

Note: This is a security assessed position.

Selection Criteria

1. Ability to develop and apply risk management tools to enhance organisational performance.
2. Ability to manage stakeholder relationships including negotiation and liaison skills.
3. Ability to contribute to risk strategy planning and implementation.
4. Ability to lead a small team.
5. Understanding of government and public policy processes.

HOW TO APPLY

Please email your application to recruitment@aofm.gov.au including:

- Your resume
- Your statement of claims against the Selection Criteria (no more than 300 words per criteria)
- A completed [Candidate Form](#)

CONTACT OFFICER:

Erin Martin
recruitment@aofm.gov.au
02 6263 1111

Applications close: 11:59pm AEDT Thursday, 5 December 2024

Please note: Flextime arrangements are not included in the [AOFM Enterprise Agreement](#)