

International Programs Senior Risk and Resilience Advisor

Position Description

Reporting to:	Head of Enterprise Risk (dotted line reporting to the Pacific Regional Director)	Work location:	Carlton
Department:	COO Office	Budget holder:	No
Team:	Enterprise Risk	Direct reports:	Nil

Role Purpose

The International Programs (IP) Senior Risk and Resilience Advisor plays a key role in strengthening risk management, business resilience and incident response across our international programs portfolio, with a particular focus on our Pacific operations.

Reporting directly to the Head of Enterprise Risk, with a dotted line to the Pacific Regional Director, this position works across IP and Pacific Country Offices, links with SC Australia Internal Audit, Safeguarding, Workplace Safety and Wellbeing, and Finance leads, and liaises closely with SC International interlocutors to ensure that risk management practices are aligned and fit for purpose.

As part of the IP Senior Management Team (SMT), the IP Senior Risk and Resilience Advisor will use their risk expertise to build staff risk management capability, enhance business resilience where it is needed most, support the Group Executive Director of IP to plan for high risk interventions, oversight fraud incident management and provide risk related reporting to the SC Australia Executive and Board.

Key Areas of Accountability

IP risk management

- The IP Senior Risk and Resilience Advisor supports the Head of Enterprise Risk and the Pacific Regional Director by strengthening the second line of defence mitigating risk to SC Australia’s international programming portfolio by:
 - Assisting with the development, socialisation and application of SC Australia’s risk management (including fraud and counter-terrorism financing and anti-money laundering) policies, guidelines, procedures and tools.
 - Assisting the IP SMT to design, develop and enable effective oversight of risks, including regular review of controls for effectiveness.
 - Working with the IP SMT to identify systemic issues and/or risk themes and co-create interventions to ensure root causes are addressed.
 - Support Pacific first line teams to identify, record, mitigate and manage risk, including coaching and supporting teams to understand, access, leverage and apply risk tools (e.g. Proposal and Awards Risk Tool).
 - Actively participating in, and wherever possible strengthening, SC Australia’s key risk management and decision-making fora (e.g. Board Programs and Risk Committee, Risk Management Committee and the IP Programs and Risk Committee).
 - Proactively contributing to the development of SC Australia’s Risk Maturity Plan, and the ongoing monitoring and reporting of delivery progress.
 - Undertaking regular risk monitoring and reporting, including contributing to dashboard and insight reporting for the IP SMT, and the SC Australia Executive and Board.
 - Proactively influencing and collaborating with SC International in relation to programmatic risk and audit results relevant to SC Australia’s sphere of international programming.
 - Effectively overseeing fraud incidents in accordance with SC Australia procedures.

Crisis management, business continuity and incident management

- The IP Senior Risk and Resilience Advisor will be expected to take a lead role in relation to:
 - Proactively assisting the IP SMT with business continuity planning, including undertaking scenario analysis, business continuity subplan development and testing.
 - Assisting with the oversight and management of responses to critical incidents impacting our Pacific operations.
 - Lead on higher severity fraud investigations and coach colleagues to do the same for lower severity fraud incidents.

Risk culture and capability

- The IP Senior Risk and Resilience Advisor will maintain a healthy risk culture and enhance IP risk capabilities by:
 - Working effectively with Pacific leaders and first line teams, and Australian-based Project Teams, to develop and deliver user friendly, client focused risk training to build practical capabilities.
 - Supporting and coaching Pacific employees in relation to investigating low severity fraud incidents and identifying appropriate corrective actions to reduce recurrence.
 - Providing high quality advice and coaching to Pacific Country Offices and Australian-based Project Teams in relation to high risk, highly complex funding proposals or programs.
 - Actively participating in strategic planning to ensure that risk identification and mitigation inform decision making.
 - Actively engaging with the IP SMT to improve risk awareness and champion and embed the Three Lines of Defense model.
 - Conducting regular retrospectives with key stakeholders to ensure that our risk management and incident response practices are continuously improved.
 - Regularly participating in the SC International Global Risk Management Working Group, and staying abreast of best practice, to ensure that our risk management architecture and processes remain fit for purpose.
 - Regularly engaging in learning opportunities to stay abreast of best practice and to ensure that our risk management architecture and processes remain fit for purpose.

Stakeholder management

- In performing their role, the IP Senior Risk and Resilience Advisor will:
 - Play a strong representational role for both IP and SC Australia in various internal and external fora.
 - Understand the IP's business and its various operational contexts and form strong working relationships with Pacific Country Directors and other IP leaders.
 - Maintain active and extensive partnership with the IP Head of Strategy and Analytics, Internal Audit, Safeguarding, Workplace Safety and Wellbeing, and Finance Teams to enhance the 'all risk' focus within first line teams and ensure effective control environments.
 - Build and foster a strong first line community, working with and through these teams to mature IP's risk management approach and reduce its risk profile over time.

Health, safety, security, and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace.
- Act in a safe manner always, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Report all incidents, injuries and potential hazards in a timely manner.
- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate mitigation measures are applied.
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management.

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children’s rights, acting in the best interests of children always.
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details).
- Demonstrate the highest standards of behaviour towards children in both your private and professional life.
- Never abuse the position of trust that comes with being a part of the Save the Children family.
- Maintain a safe and positive relationship at all times when working with children and young people.
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes.

Person Specification

Essential knowledge or experience

- 5+ years’ experience in risk management positions, in either the corporate or NFP sectors.
- Thorough understanding of the Australian Standards / New Zealand Standards ISO 31000:2018 – Risk management – Guidelines.
- Proven ability to deliver high quality training and capacity building in different cultural contexts and with distributed teams.
- Demonstrated investigations experience.
- Excellent stakeholder engagement track record, including experience working in a Pacific or international context.

Skills and attributes

- Demonstrated ability to constructively influence and partner with others to drive change.
- Strong change management skills.
- Excellent communication skills, both written and verbal and adaptable to cultural nuances.
- Resilient and willing to embrace ambiguity and uncertainty, with the ability to prioritise.
- Proactive, enthusiastic and a willingness to take a ‘hands on approach’ when needed.
- Strong critical thinking and analytical skills.
- Integrity and discretion.

Desirable qualifications/accreditations

- CCRO/CPRM risk accreditation and/or RMIA certification.

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check.
- Employees must sign on to Save the Children Australia’s Child Safeguarding Policy and Code of Conduct.
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above.
- Save the Children Australia is an Equal Opportunity Employer.

Driver’s Licence:	Preferred	Travel:	Required
Working with Children Check:	Required	Assets:	Laptop
Classification Level:	Individual Agreement		