

Security and Risk Specialist

Group	Organisational Performance
Department	Governance
Job Family	Risk
Classification	Band 9
Approved by	Manager Governance
Date	March 2022
Position Purpose	To partner with the business to understand its risks and devise strategies for effective risk management, in order to comply with legislative obligations for critical infrastructure. To effectively communicate the business security risk involved in decisions to management, enabling management to make informed strategic choices within an acceptable risk profile.

Organisation context

Recognising the challenges of climate change, population growth, rapid technological advancement and economic transition, we are shifting our mindset from water utility to being a leader of the region’s prosperity.

Our vision for regional prosperity not only encompasses economic, social, and environmental elements, but also recreational and cultural elements, including enhancing Aboriginal values.



Organisational Performance

The purpose of the Organisational Performance group is to integrate people, process and systems to drive a high performance workplace to deliver Strategy 2030. We will achieve this through fiscal performance, a constructive values based culture, consistent leadership, strategic human resources and a high performing safety culture. Organisational Performance will ensure an organisational culture that delivers outstanding business results and positions Barwon Water as an employer of choice in the region.

Governance department

Achieving Barwon Water’s vision of enabling regional prosperity requires strong governance to ensure the organisation both performs and conforms. The purpose of the Governance department is to ensure Barwon Water’s risk management, legal and governance frameworks are integrated across the business with thorough assurance programs to ensure compliance.

The department will ensure strong commercial performance through sound investment decisions via an Enterprise Portfolio Management Office (EPMO) and Strategic Procurement and Contract Management unit.

Organisational relationships

Reports to	Risk Lead
Directly supervises	Nil

Accountabilities

Security of Critical Infrastructure

- Coordinate the following activities to ensure compliance with the Security of Critical Infrastructure Act 2018 (Cth) (SOCI Act):
 - Ensure the organisation’s details in the Commonwealth Government’s Register of Critical Infrastructure Assets are at all times current.
 - Develop, implement and maintain a risk management program that complies with the Department of Home Affairs’ Risk Management Program Rules and Governance Rules. This will include the coordination of activities with various organisation functions including cyber, safety, people, procurement and emergency management.
 - Coordinate self-assessments necessary to demonstrate compliance with the SOCI Act as part of the annual attestation requirements. This will require coordination across relevant functions of the business including the organisation’s assurance function for any internal or external audit activities.
- As part of the above Risk Management Program:
 - Liaise with the organisation’s cyber security function on cyber security related activities to ensure compliance with the SOCI Act.
 - Liaise with various parts of the organisation to understand what personnel hazards exist, including critical positions/personnel that manage the critical infrastructure.
 - Ensure the organisation has risk management practices for its critical supply chains.
 - Develop a program that details how physical and natural hazards are managed at critical sites, including minimising and migrating risks on unauthorised access, interference of critical assets and how to respond to such incidents.
- Engage with the organisation’s cyber security function and ensure compliance with the mandatory cyber incident reporting regime under the SOCI Act including supporting activities that foster a positive reporting culture.
- Liaise with relevant State and Commonwealth government departments regarding security of critical infrastructure matters.
- Participate in sector working groups related to security of critical infrastructure matters.

Victorian Critical Infrastructure Model

- Coordinate with the Safety & Emergency Management Coordinator, the risk management and assurance requirements required under the Emergency Management Act 2013 (Vic), Emergency Management (Critical Infrastructure Resilience) Regulations 2015 (Vic) and the Ministerial Guidelines for Critical Infrastructure Resilience.

Business Continuity Planning

- Coordinate the development of business continuity plans and critical infrastructure reviews as required as part of the Prevention activities nominated in the Barwon Emergency Risk Management System (BERMS). This will draw upon the organisation's Key Business Risks and department risk registers.
- Support the organisation's emergency management processes through the provision of technical advice before, during and after emergencies and incidents.
- Develop and maintain comprehensive performance reports which highlight security trends and threats and recommend actions to address such trends and threats.
- Conduct security threat assessments and ensure these are captured in risk management programs.
- Provide advice and guidance on security management in accordance with security policies and standards.

Pre-emptive risk management

- Coordinate the organisation's pre-emptive risk management activities including internal and external emerging issues scanning, independent assessment, early response plans and enable escalation capability to manage emerging risks.
- Ensure identified risks are captured in the organisation's risk register and managed in accordance with the Enterprise Risk Management Framework.
- Coordinate meetings of internal and external stakeholders as required.
- Prepare reporting for management, the executive and Risk Management Committee.

Health, Safety & Wellbeing

Barwon Water is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health & Safety Act 2004 and all regulations, codes of practice and organisation policies and procedures. In addition, employees are expected to:

- Promote and demonstrate Barwon Water's high standards in relation to health, safety, environment and quality, championing a culture of safety in the workplace.

- Report unsafe work practices, incidents, hazards and near misses, and unacceptable workplace behaviours.

People Leadership

Barwon Water will comprise a diverse and accountable organisational culture, enabled through inclusive leadership and aligned to strategy, values and behaviours.

Promotes and fosters collaborative team and stakeholder relationships based on growth and resilience, integrity, accountability and inclusion, and lives to the Barwon Water value of 'Leadership'.

Competencies

Growth & Resilience	Brings a growth mindset and personal resilience.
Action & Accountability	Drives outcomes with purpose, ambition, accountability and action.
Business Acumen	Delivers with commercial and organisational nous.
Collaboration	Collaborates effectively across the business, organisational boundaries, with customers and established partners.
Communication	Engages and communicates with clarity, vision, purpose and impact.
Customer, Community & Partnership	Creates measurable customer, partner and community value.
Inclusion	Open and accepting of different ideas and experiences, groups and people harness their potential.
Innovation & Continuous Improvement	Actively drives continuous improvement and innovation.
Managing Ambiguity	Operates effectively, even when things are not certain or the way forward is not clear.
Strategic Focus	Sees ahead to future possibilities and translates them into breakthrough strategies.

Performance level

Action & Accountability	The Security and Risk Specialist has a clear understanding and focus on the operational and strategic objectives of the organisation and the purpose of the role in supporting the Barwon Water Group.
Judgement & Problem Solving	The Security and Risk Specialist is highly competent and capable of operating independently, able to resolve problems which require analytic reasoning and comprise of complex information, across the specialties of the role and including strategic planning and policy implementation.
Specialist Knowledge & Skills	The Security and Risk Specialist has significant experience in the application of risk management in order to support the actions of management as applicable across Barwon Water. This will include an inquiring and inquisitive mindset, expert knowledge and utilising creativity and innovation to think more broadly to address and resolve issues.
Management Skills	The Security and Risk Specialist will act as an advisor regarding security and risk matters affecting the organisation and may manage or support projects involving employees from the business.

Interpersonal Skills	The Security and Risk Specialist is required to have the ability to influence, persuade, lead and motivate managers across Barwon Water in order to ensure compliance across Barwon Water. This will require the person to have excellent interpersonal skills, capable of developing effective relationships across departments and engaging with the people in the most effective way to deliver outcomes.
Qualifications & Experience	Extensive relevant risk management experience, ideally within the public sector, along with suitable qualifications in commerce, risk management, engineering or similar.

Success profile

- Demonstrated knowledge in interpreting security controls with relevant compliance, legal and regulatory requirements.
- Extensive experience in reviewing contracts to identify security risks of new solutions and supporting appropriate mitigation.
- Experience in auditing, monitoring and investigating risks.
- Extensive knowledge of Enterprise Risk Management Frameworks, business processes, security governance, audit compliance and risk assessment.
- Commercially astute with strong business acumen, excellent judgement and decision-making skills.
- Collaborative leader, who works extremely well in dedicated and matrix team environment and cross functionally.
- Relevant experience in risk management, business continuity planning and organisational response and recovery.
- Proven ability to provide guidance and support to stakeholders, developing relationships, trust and rapport at all levels.
- Excellent written and oral communication skills and an ability to clearly articulate messages to a variety of audiences.
- Tertiary qualifications in Commerce, Risk Management, Engineering or similar.

Equal opportunity

Barwon Water offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Signature

Employee Name (print)

Employee signature

Date

We understand that life balance is an important part of our employees' lives. Barwon Water offers a wide range of flexible arrangements to enable you to balance your work with other commitments and activities

including family, health, study, carer responsibilities, hobbies and life/career aspirations. We provide various options such as flexible start and finishing times, working part time, job sharing, working from home and paid leave provisions that can be negotiated to help balance your personal commitments with the demands of the role.