

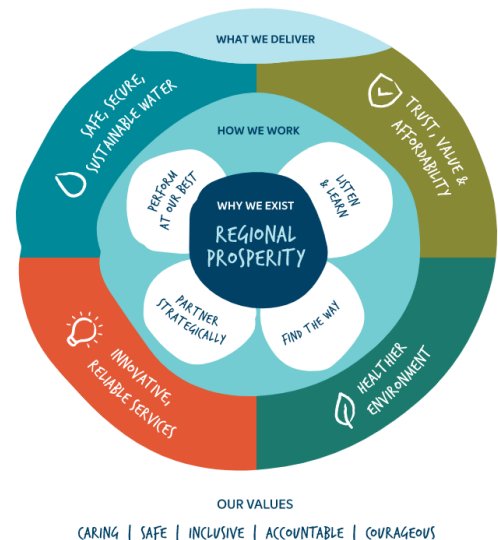
Risk and Assurance Business Partner

Group	Organisational Performance
Department	Governance
Job Family	Corporate Services
Classification	Band 8
Approved by	Manager Governance
Date	April 2023
Position Purpose	The Risk and Assurance Business Partner will provide specialised support in the development maintenance of a robust risk management, enhance the compliance management program and assist to performing assurance reviews across Barwon Water.

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 group

The purpose of the Organisational Performance group is to integrate people, process and systems to drive a high performance workplace to delivery Strategy 2030. We will achieve this through fiscal financial 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 deliver 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

Risk Management Support, Reporting & Governance

Collaborate with the Risk Lead, contributing to the delivery of a risk and compliance strategy, including reviewing enterprise and department risks and ensuring risks are appropriately managed across the business

Work collaboratively across the business departments to present insightful reports on specific risk and compliance reports for Senior Management and the ELT

Prepare regular risk and compliance reporting for internal and external stakeholders , including requests from auditors and regulatory bodies

Provide specialised advice and oversight on policy governance across the organisation, ensuring assurance mechanisms are in place to ensure policies are reviewed and updated accordingly

- Lead Investigations on complex risk and compliance assignments and identify improvement opportunities Build organisational capability through the delivery of training in enterprise risk management and compliance matters Provide specialised risk and compliance advice across all departments, ensuring a standardised approach to risk and compliance management is maintained across the organisation

Sub Committees - Risk & Audit Committees

- Facilitate the preparation of the Audit and Risks Committee reports for Barwon Water and BAS, including liaising with senior management to finalise reports
- Present timely and accurate reports to the Audit and Risk Committee and provide specialist risk and compliance advice as required
- Lead the preparation of the Audit and Risk Committee meeting minutes, including BAS and follow up any questions from Committee members

Compliance Assurance & Integrated Management System

- Collaborate with the Assurance Lead, contributing to the delivery and application of the compliance policy, strategy and framework, and develop and undertake assurance reviews in line with the Risk and Compliance strategy
- Provide specialised advice and conduct investigations into, report on compliance breaches, develop compliance action plans, and follow up remedial actions
- Apply legislative changes to compliance as required
- Build organisational capability through the training of staff in their responsibilities under the risk and compliance strategy and integrated management system as required
- Lead the statement of obligations and compliance attestation from management and work collaboratively across management to remediate any gaps

- Support the Assurance Lead to deliver the internal audit function, including undertaking internal audits
- Facilitate and influence the Integrated Management System program across the business, ensuring a consistent approach is applied to relevant departments across the organisation
- Complete the annual accreditation of the Integrated Management System, ensuring all integrated components continue to develop and any remediation actions identified are implemented appropriately
- Report on external audit findings to ELT and the Audit Committee

Insurance Portfolio

- Assist with the placement of Barwon Water's annual insurance renewal program and provide specialised advice on project-specific insurance policies as required
- Analyses and investigate the insurance program to ensure effective insurance cover is maintained across the organisation

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. At Barwon Water this includes:

Executive Leader (GMs) demonstrate all of the below

Driving the direction of the organisation across all functions, connecting the organisation's strategy to its people, and creating a sense of purpose.

Remain cognisant of the environment external to Barwon Water, local and global, bringing back opportunities and responding to risks with outward focus.

Advocating for Barwon Water and its people including to the Board, community, industry and state government.

Senior Leader (leaders who report to GMs and Managers) demonstrate all the below

Adopt best practice people management philosophy to motivate and inspire through high performance - performance management, providing meaningful feedback, mentoring, recruitment, and coaching and development.

Confidently drive and supports change throughout the organisation to ensures sustainable outcomes, including directly engaging adversity and navigating through challenging circumstances.

People Leader (leaders with direct reports) demonstrate all of the below

Champion team engagement and promote high performance by motivating and enabling people to make the necessary changes to efficiently deliver our organisational strategy.

All employees

Promote and foster collaborative team and stakeholder relationships based on growth and resilience, integrity, accountability and inclusion, and commits 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.
Innovation & Continuous Improvement	Actively drives continuous improvement and innovation.

Performance level

Action & Accountability	The Risk and Assurance Business Partner uses their technical skills in risk management and compliance to complete work tasks. The Risk and Assurance Officer will work with other members of the team to undertake this work
Judgement & Problem Solving	The Risk and Assurance Business Partner is able to exercise judgement and experience when assessing complex elements of risk management, compliance and legislative requirements in order to reach decisions, conclusions or make recommendations. Precedent is available from Barwon Water's internal sources and assistance is usually available from the Lead or other members of the Governance team.
Specialist Knowledge & Skills	The position requires the Risk and Assurance Business Partner to have knowledge and skills in risk management, compliance and internal auditing with the capacity to assess options and make recommendations where there is a level of complexity in the decision making.
Management Skills	The Risk and Assurance Business Partner will liaise with other members of the Governance team and other areas of the business regularly. This may include managing projects relating to the role involving other staff members
Interpersonal Skills	The Risk and Assurance Business Partner will have strong communication skills, competent to explain policy or process to Barwon Water employees

	outside of the Governance team, reconciling differing points of view. The position is required to be able to write reports for Barwon Water and prepare external correspondence
Qualifications & Experience	<p>The Risk and Assurance Business Partner will have a thorough working knowledge and experience in risk management and compliance along with suitable qualifications which could include;</p> <ul style="list-style-type: none"> • Diploma, advanced diploma or degree; or • Extensive relevant work experience.

Success profile

Demonstrated experience in risk management and compliance assurance programs
Well-developed technical skills, able to interpret, produce and edit complex data or legislation and ensure the business meets requirements.

Solutions orientated approach to work, adept at applying methods or process to achieve outcomes.

Excellent communication and stakeholder engagement skills, committed to customer service and business performance.

Collaborative team member who works extremely well in dedicated and matrix team environments.

Excellent time management skills, able to work to recurring and/or strict deadlines thorough prioritisation and control of workloads.

Strong attention to detail and a commitment to consistency and accuracy.

Excellent written and oral communication skills and an ability to clearly articulate messages to a variety of audiences.

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.

Risk and Compliance Management

Barwon Water is committed to a structured approach to Fraud and Corruption and Risk and Compliance Management in support of its business objectives, including the delivery of safe and reliable water, sewerage and recycled water services to our customers and community. Barwon Water shares responsibilities for these activities across the organisation and expect employees to perform their duties in accordance with policies and procedures.

Signature

_____ Employee Name (print)	_____ Employee signature	_____ Date
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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.