

## Position Description

**Job Title:** Enterprise Risk Officer

**Department/Program:** AOR

**Reporting To:** Project Manager

**Location:** Pitt Street and Garden Island, Sydney

**Level/Salary Range:** TBA

**Level:** Staff

### SUMMARY OF POSITION

The Enterprise Risk Officer will support in the planning, design and implementation of risk management process for Navantia Australia and the AOR Enterprise.

### DUTIES AND RESPONSIBILITIES

- Support in the planning, design and implementation of risk management process Navantia Australia and the AOR Enterprise
- Manage the Enterprise Risk Management tool for Navantia Australia and the AOR Enterprise on implementation.
- Perform risk assessment, which involves analysing risks as well as identifying, describing and estimating the risks affecting the business and Programs
- Review overall project status with the Project Management and recommend corrective action where necessary
- Report risks both Navantia Corporate and for the AOR Enterprise
- Provide support, education and training to staff to build risk awareness within the organisation.
- Lead efficiency programs or process improvement initiatives
- Work with stakeholders in all areas of the business to make process improvements

### QUALIFICATIONS AND POSITION REQUIREMENTS

- Previous experience working in Enterprise Risk Management and managing risks
- Experience working in Defence environment
- At least 3 years' experience in a Risk role
- Demonstrated experience in project delivery and acceptance processes
- Excellent project management and strong interpersonal skills
- Demonstrated knowledge of MS Project
- Demonstrated ability to operate autonomously using initiative, sound reasoning, listening and decision making skills
- Demonstrated ability to deliver results in a high pressure environment
- Ability to communicate effectively and build positive relationships at all levels of the business and clients
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**COMPETENCIES**

**Technical:**

- Demonstrated certain knowledge of Risk Management frameworks.
- Experience in Risk Management software
- Sound knowledge of Defence and Defence related industries
- Working knowledge to develop and implement documentation supporting certification.

**Management:**

- Demonstrated ability to manage time and work independently and communicate with stakeholders

**Behavioral:**

- Demonstrate behaviours that promote positive team morale
- Demonstrate Navantia values at all times and encourage others to do so
- Develops relationships based on trust and support

**Leadership:**

- Lead people to promote a positive culture that promotes high performance
- Leads change with energy and enthusiasm



**Security:**

- Ability to gain baseline as a minimum

**Pre-employment Medical / Background Checks**

- Reference Checks, Employment Verification Check, AFP Police Check, Qualification Check

**APPROVED**

<b>Approved by:</b> Managing Director - Alfonso Garcia Valdes	<b>Signature /</b>  <b>Date:</b> 05/02/20
<b>Approved by:</b> Human Resources - James Cowie	<b>Signature /</b>  <b>Date:</b> 05/02/20