SENIOR RISK AND AUDIT ADVISOR

Position Level: L6   **Location: Perth/Pilbara**   **Effective Date: March 2025**

Responsibilities

The Senior Risk and Audit Advisor is responsible for ensuring that Pilbara Ports undertakes risk management, internal audit and business resilience activities in accordance with Pilbara Ports' Risk Management and Business Resilience Frameworks and the Internal Audit Charter.

Reporting

The Senior Risk and Audit Advisor reports to the Risk and Internal Audit Lead.

Accountabilities

Result Area	Major Activities
1. **Safety and People:**	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to Pilbara Ports continually improving its safe work environment; both physically and psychologically.
2. **Integrated Management Systems:**	• Develop and oversee the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security.
3. **Risk Management:**	• Lead the promotion of a positive risk aware culture. • Develop, deploy and continuously improve the Pilbara Ports' Risk Management Framework (RMF). • Review compliance with the RMF and provide guidance and support to the Business on the RMF application. • Facilitate and/or provide subject matter expertise in risk workshops and risk assessments. • Ensure the organisational risk profile is up to date and recorded in the Pilbara Ports' risk management system. • Monitor emerging and external risks to the organisation. • Provide risk analysis and insight to enable informed decision making. • Conduct risk management education and training as required.
4. **Internal Audit (IA) and Assurance:**	• Develop, maintain and continuously improve Pilbara Ports' IA methodology and templates in line with the Global IA Standards. • Support annual reviews of the IA Charter. • Develop and deploy Quality Assurance and Improvement Program. • Develop and maintain Pilbara Ports' 'Strategic' 3 Year IA Plan and coordinate the internal audit planning and review process.

	• Build and maintain an Assurance Map across lines of defence and support development of an Integrated Assurance Strategy.
	• Plan, schedule and coordinate the delivery of IA engagements to ensure the effective delivery against the IA Plan.
	• Coordinate and contribute to the definition of IA and assurance objectives and scope to deliver value to Pilbara Ports.
	• Supervise external service providers throughout the audit engagement lifecycle, evaluate and report on their performance.
	• Perform quality assurance of audit outcomes and draft reports.
	• Coordinate provision of management responses to audit outcomes.
	• Record audit outcomes and management actions in Pilbara Ports' Corporate Governance and Risk (CGR) system, and monitor and report on the progress of actions completion.
	• Review and validate completion of audit actions before their closure.
	• Develop and implement the process to ensure insights gained through the internal audit and assurance activities inform effective management of risk across Pilbara Ports.
5. Business Resilience:	• Deploy, maintain and continuously improve the Pilbara Ports' Business Resilience Framework.
	• Coordinate and facilitate Business Impact Assessments.
	• Support the Business in development, update and testing of the business-critical contingency plans.
	• Deploy, maintain, and continuously improve the Pilbara Ports' Crisis Management Plan.
	• Coordinate the Crisis Management Team (CMT).
	• Administer and maintain the Pilbara Ports crisis management system.
	• Coordinate provision of Crisis Management training to the CMT.
	• Coordinate planning and delivery of the CMT exercises.
6. Corporate Governance & Risk (CGR) System:	• System custodian.
	• Primary point of contact for business user queries.
	• Management of version updates to the CGR system.
	• User access management and re-assigning of items as required.
	• Facilitate system re-configurations and the development of new modules for Pilbara Ports, including change management process.
7. Other duties:	• Other duties as required by the Risk and Internal Audit Lead

Selection Criteria

Qualifications:

Possession of a relevant tertiary qualification.

Personal Attributes:

• Exhibit behaviours that align with Pilbara Ports' values of Safety, Excellence, Teamwork, Integrity, and Care.

• Demonstrated commitment to an inclusive work culture that encourages diversity.

- A collegiate style that promotes trust and harmonious working relationships.
- A curiosity to learn and understand how business areas work and interact with each other.

Work Related Requirements:

- Proven experience in planning, leading and conducting Internal Audit and Assurance activities.
- Proven experience in Enterprise Risk Management and Business Resilience practises within operational, commercial and/or project environments.
- Well-developed analytical understanding to identify trends and make beneficial recommendations.
- Well-developed communication and interpersonal skills with the ability to engage people and achieve organisational outcomes.
- Excellent attention to detail as well as the ability to identify issues & solve problems.

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.