Job Description

27 July 26

Senior Manager – Risk Finance

Reports to: Head of Financial Operations
Direct reports to this position: None

SBS Values, Vision and Purpose
The Senior Manager - Risk is responsible for ensuring SBS executes its risk management program in accordance with its Risk Management Strategy. The Senior Manager – Risk must undertake their work in a way that reflects SBS's Charter, Vision and Values and complies with relevant SBS policies, procedures and practices. At SBS, we expect you to be audience obsessed, be bold and brave, embrace difference, participate fully and ensure that we look out for one another. We are all working together to fulfil SBS's purpose and create a more cohesive society.

Division Purpose – Finance
We exist to ensure that SBS utilises its financial resources as effectively as possible. To achieve this we strive to provide timely, relevant and clear financial advice and analysis to all cost centres within SBS and support the organisation through strategic challenges and opportunities.

Role Purpose
The Senior Manager – Risk is a critical role within Finance. The predominant purpose of the role is to ensure SBS identifies, analyses and evaluates risk and generates/executes fit for purpose risk treatment plans in accordance with the SBS Risk Management Strategy (RMS). The role is required to report on risk in accordance with the RMS and evolve the RMS to ensure it remains contemporary with the complexity of SBS and the media services industry. *The role requires a leader/trusted adviser who is able to engage effectively with leadership and*

personnel across the SBS business and its auditors/advisers to ensure SBS achieves its risk management objectives.

Main Responsibilities

Main tasks of the role

- Liaise effectively with Divisions to identify, advise on and ensure risk and opportunity is appropriately captured and managed in accordance with the SBS Risk Management Strategy.
- Maintain/evolve the SBS risk register and risk system, ensuring it remains contemporary and relevant to SBS and adds value to/enhances the way SBS operates. This includes the execution of the quarterly and annual SBS risk reviews. Engage with the external Governance, Risk and Compliance system vendor on system enhancements.
- Establish a risk community of practice across the SBS to promote pro-active risk management across the organisation and effect meaningful change.
- Ensure appropriate and robust risk management policies and procedures are in place to promote the proper management of risk. This includes advocacy and compliance with the third-party risk management principles and working with the Divisions to ensure adherence to these policies.
- Implement and maintain an effective Fraud and Corruption Control Policy, framework and capture fraud risk on the Corporate Risk Register and act as the Fraud Control Officer for SBS. Ensure appropriate fraud risk assessment and awareness training takes place.
- Implement, maintain and uplift the Business Continuity Management Framework, including maintenance of Business Continuity Plans, Business Impact Assessments, business continuity testing and business continuity training and advice.
- Provide guidance, oversight, advice and training in all areas of risk management across the SBS. Work closely with divisions to uplift risk maturity and risk culture to more effectively monitor and manage risk exposures.
- Prepare reporting which provides insight with respect to risk management at SBS, how emerging risk is being managed and how risk treatments plans are being actioned and whether they are appropriately mitigating risk in accordance with their risk management objectives. Such reports to be presented to the ExCom, Audit and Risk Committee and Board.
- Prepare ad hoc reports including risk analysis, using risk models, spread sheets and other tools, as requested,
- Engage pro-actively with the business on matters of risk significance and provide insight/guidance on risk management matters to promote better business outcomes.
- Manage the SBS insurance program.

Minimum requirements of the role (Insert e.g. years of experience; specialist qualifications/skills)

- At least 10 years of relevant risk management experience
- Strong communications skills, written and oral

Financial accountability (Provide the budget/amount responsible for)

c$400,000

Key relationships with other roles and external stakeholders

- Divisional and Departmental Management
- Finance Operations Team
- Corporate Strategy Team
- P&C Operations
- Internal auditors
- Technology Team and other teams with a high dependency on third parties

Key Capability		
Capability	**Level**	**Behaviour**
Coaching (People Leader Capability)	Function	• Is self-aware and understands own barriers to learning • Shows willingness to overcome personal challenges to learning • Improves performance by applying new skills • Seeks regular feedback • Identifies performance barriers in peers • Applies active listening with patience and openness • Knows when and how to use open and closed questions • Exhibits a coaching style when working with others
Customer Focus	Function	• Follows through on customer/client inquiries, requests or complaints • Distributes useful and up to date information to the customer/client • Determines the needs of the customer/client through probing and listening • Provides friendly, helpful service to the customer/client • Makes sure there is a clear understanding of the customer/client's needs • Offers appropriate solutions to the customer/client • Prioritises work goals that impact the customer/client directly • Diffuses customer/client problems
Decision Making	Function	• Makes decisions in situations that are well defined • Makes decisions that impact own area of responsibility • Weighs up alternatives according to their likely impact • Weighs up alternatives according to their likely impact on others • Makes decisions in a timeframe appropriate to the work goal • Readily makes decisions when faced with unfamiliar circumstances

Organisational Awareness	Function	• Considers how their role impacts both the department and the business • Understands the impact of organisational policies/procedures on the department • Considers both the business and customer perspective on various issues • Identifies key drivers and commercial opportunities within their department • Uses financial reporting information to drive performance
Relationship Building	Function	• Establishes a connection with others • Builds friendly, warm relationships that are mutually beneficial • Maintains ongoing relationships that are mutually beneficial • Shares relevant information with others • Recognises the value of building and maintaining relationships • Helps others achieve common goals • Openly communicates with others
Result Focus	Function	• Drives to meet objectives and standards • Identifies alternative possibilities when faced with obstacles • Stays focused on tasks that require considerable effort • Completes tasks within designated timeframe despite obstacles • Perseveres with routine and repetitive tasks without sacrificing quality or excellence

Workplace Health & Safety

For Managers/Supervisors

- Effectively promote and manage the work health and safety arrangements for the team as prescribed by the Health & Safety Management Arrangements.
  - Work Health & Safety Act (Cth) 2011
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  - WHS Hazardous Manual Tasks Code of Practice 2018
  - Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2018
- Ensure employees are :
  - made aware of their WH&S responsibilities
  - have received adequate safety induction and other WH&S information, instruction and training to enable them to conduct their work safely
  - follow safe work practices
- Ensure the physical and psychological safety of the workplace under your control by:
  - ensuring regular workplace inspections are scheduled and conducted, involve the relevant HSR and recommendations made are actioned in a timely manner

- ensuring compliance with the relevant standards and legislation in relation to purchase and provision of accommodation, furniture and equipment
- identifying changes in the workplace/processes that may affect safety and ensuring that any associated risks are identified, assessed and controlled
- verifying the effectiveness of control measures at appropriate intervals including monitoring compliance with safe operating procedures, site induction requirements and Permits to Work; and

- Ensure all WH&S reporting is accurately completed and submitted within specified timeframes and any follow up actions are completed
- Support/implement early intervention strategies and return to work programs.