

Position Description – Senior Risk Governance Advisor

POSITION DETAILS

Department / Team: Program Controls	Reports to (title): Program Risk Manager
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	Salary Banding: AO7

THE CROSS RIVER RAIL PROJECT

The Cross River Rail Delivery Authority is building a new 10.2km rail line that includes 5.9km of twin tunnels running under the Brisbane River and CBD; with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street.

Once complete, it will provide trains with a much-needed alternative rail path through the core of the current SEQ Rail network, unlocking a bottleneck and allowing more trains to run more often across the whole of South East Queensland.

The Cross River Rail Delivery Authority is also delivering multiple supporting projects and activities in conjunction with Department of Transport and Main Road. These include accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast; upgrades for stabling yards; track works and surface rail enhancements; and the introduction of a new ETCS digital signalling system.

Further Information: www.crossrивerrail.qld.gov.au

OUR VALUES AND BEHAVIOURS



WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curious, asking questions to understand.
- We work through issues together and help each other.



WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks.



WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits into the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project, learn improve.

ROLE OVERVIEW

The Senior Risk Governance Advisor supports the Program Delivery Risk Manager in implementing, maintaining and continuously improving the Risk, Issue and Opportunity Management (RIOM) framework across the Delivery Authority.

The role is responsible for coordinating program risk governance activities, including management of the Program Risk Register, the Risk Leadership Group (RLG) governance processes, risk quality assurance, governance reporting, risk strategy sessions and risk escalation pathways.

Working closely with Project Performance Advisors (PPAs), Project Directors and risk owners, and key stakeholders, the role provides governance oversight and quality assurance to support accurate, decision ready risk information aligned to program governance requirements as the project progresses towards operational readiness and First Passenger Service.

KEY RESPONSIBILITIES

Program Risk Register & Risk Governance

- Coordinate and maintain the Delivery Authority Program Risk Register and associated governance activities to support the effective monitoring, assessment and reporting of organisational risk exposure.
- Facilitate periodic Program Risk Register reviews with Directors, Project Directors and risk owners to ensure risk information remains current, accurate and aligned to program priorities.
- Monitor the program risk profile and support the identification, escalation and reporting of emerging risks, issues, trends and areas requiring management attention.
- Ensure project, interface, corporate and operational risks are appropriately reflected within the Program Risk Register and aligned to program governance requirements.
- Coordinate and support risk management activities, including risk assessments, risk management plans, risk profiling, risk reporting outputs and thematic analysis.
- Maintain the integrity, administration and governance configuration of associated RIOM systems and registers, including Active Risk Manager (ARM).

Risk Leadership Group Governance

- Provide secretariat support for the Risk Leadership Group (RLG), including coordinating agendas, papers, meeting preparation, minutes, action tracking and reporting outputs.
- Support the development of decision ready RLG materials, including clear risk and issue information, ownership, controls, treatments and recommended actions.
- Coordinate risk escalation activities and maintain traceability between risks, issues, actions and governance decisions.

Risk Assurance & Reporting

- Provide governance oversight and quality assurance of project, program and corporate risk information.
- Review and challenge risk descriptions, ratings, controls, treatments, actions, ownership and supporting evidence to promote consistency, integrity and effective governance outcomes.
- Support the consistent application of risk classifications, escalation pathways and governance requirements across the Delivery Authority.
- Prepare governance reports, executive briefings, presentations, governance papers and management commentary to support informed decision making.
- Contribute to project reviews, program reviews and other governance forums to support effective risk oversight and decision making.
- Monitor data quality, completeness and consistency across project, program and corporate risk information maintained within ARM.

Stakeholder Engagement & Advisory

- Provide risk governance advice, guidance and support to Project Directors, Project Performance Advisors, risk owners and key stakeholders to promote consistent risk management practices and governance outcomes.
- Assist delivery teams to develop effective risk treatment and mitigation strategies.
- Facilitate risk workshops, reviews and strategy sessions to support the identification and management of risks, opportunities, dependencies and changing program conditions.
- Work collaboratively with stakeholders across the Delivery Authority to support effective risk management outcomes and alignment between project, program and organisational priorities.
- Support Project Performance Advisors in their project-facing risk champion role while providing governance oversight and quality assurance of ARM records and risk information.
- Support business continuity, cross-cover arrangements and capability uplift within the RIOM team.

RIOM Framework & Continuous Improvement

- Contribute to the design, development, implementation, maintenance and continuous improvement of the Risk, Issue and Opportunity Management (RIOM) framework, including governance processes, tools, templates and reporting products.
- Support the ongoing evolution of RIOM governance arrangements to meet integration, operational readiness and First Passenger Service requirements.
- Maintain RIOM documentation and records in accordance with Delivery Authority information management requirements.
- Contribute to capability uplift, business continuity and continuous improvement initiatives across the RIOM function including identifying opportunities to improve risk management maturity and capability across the organisation.
- Administer and maintain RIOM tools, systems and supporting governance artefacts, including user support, configuration updates, reporting requirements and process documentation.

Corporate Responsibilities

- Work in accordance with Delivery Authority policies, procedures and safety requirements and demonstrate alignment with organisational values and behaviours.

KEY COMPETENCIES

- Demonstrated knowledge of risk, issue and opportunity management practices, including risk identification, assessment, treatment planning, governance escalation and reporting.
- Demonstrated analytical and problem-solving capability, including the ability to review, challenge and interpret risk information to support effective decision making and improve quality and governance outcomes.
- Strong interpersonal skills, including a demonstrated ability to build effective relationships and work productively with a diverse range of internal and external stakeholders.
- Ability to provide clear and concise written and verbal communication, including clearly articulated briefings, governance papers, reports and management commentary.
- Experience supporting governance forums, action tracking, meeting preparation, documentation and stakeholder follow-up in a complex delivery environment.
- Ability to take responsibility, work with initiative and independence, and adapt to changing expectations, priorities and deadlines.
- Experience supporting continuous improvement, capability uplift and business continuity initiatives, including the enhancement of tools, processes, templates, reporting products and ways of working.
- Intermediate to advanced skills in Microsoft Office applications, with experience using Active Risk Manager (ARM), Power BI, SharePoint or similar systems highly regarded.