

Position Description – Principal Project Risk Advisor

POSITION DETAILS

Department / Team: Strategic Commercial Management	Reports to (title): Project Risk Manager
# Direct Reports: 0	# Indirect Reports: 0
Location: Brisbane	

THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

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

OUR VALUES & 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



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

ROLE OVERVIEW

The purpose of the position is to support the Project Risk Manager and Cross River Rail Project Delivery Teams in the assessment and control of all Delivery Authority risk processes and information. This work includes supporting the trend analysis for schedule and cost in the program controls team, as well as the specific assessment of project risks and the maintenance of risk controls and mitigation measures for the Tunnels, Stations and Development (TSD), Rail, Integration and Systems (RIS), European Train Control Systems (ETCS) and New Gold Coast Stations (NGCS) projects. The outputs from this work are used to prepare risk assessments and regular reports and visual guides to inform the Project Delivery Teams and Executive Leadership Team to guide their risk decision making.

KEY RESPONSIBILITIES

- Analyse the data integrity of the risk management information as part of Corporate, Program and Project frameworks to identify patterns trends and anomalies.
- Analyse information as part of the integrated risk management process between Department of Transport and Main Roads (DTMR), Queensland Rail (QR) and the Delivery Authority to identify trends, patterns and anomalies. The analysis and subsequent reporting will be used to assist in the collective understanding of the Executive Steering Committee and Executive Leadership Team of key risks information thereby assisting in informed decision making.
- Conduct monthly risk and controls reviews with all allocated owners of Risk Registers within the Program Delivery directorate (departments and project teams) which will feed into project and program reviews and quarterly reporting.
- Management of the Risk Management Frameworks, including running scenario and simulation exercises.
- Support the planning and facilitation of risk identification, assessment, analysis and evaluation processes in a workshop environment.
- Provide training and coaching in the application of CRRDA risk management processes to Program Delivery team members including the correct use of Riskconnect Active Risk Manager (ARM).
- Analysis of Governance, Risk and Compliance information to identify trends and anomalies for reporting (as it relates to the Risk function) for projects, senior leadership, the Audit Finance and Risk Committee as well as the Cross River Rail Delivery Authority Board.
- Promote and support a corporate culture based on the Delivery Authorities Code of Conduct, Corporate Governance Principles, Integrity and a commitment to excellence and a high standard of professional ethics.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours

KEY COMPETENCIES

- High level of skill and experience conducting risk analysis in a dynamic project environment with exposure to continual change and high-risk activities. Project risk experience in rail, infrastructure or transport related sectors is desirable.
- Proven ability to communicate with multiple stakeholders through written reports and verbal briefings as required to successfully achieve the requirements of the Risk frameworks.
- Demonstrated ability to successfully coordinate and facilitate workshops catering to a wide range of project stakeholders and technical disciplines.
- Experience in providing a solutions-based approach with-in a complex environment and ability to deliver in short time frames.
- Experience with Riskonnect Active Risk Manager and Viewpoint is desirable.
- Intermediate skills for performing data analysis using Microsoft Excel (v-lookups, pivot tables, etc) is desirable.
- Recognised qualifications in Risk Management are highly desirable.