



Position Details

Position title:	Risk Lead
Award Classification:	Band 7
Department:	Governance and Performance
Division:	Governance and Performance
Date Approved:	March 2026
Approved By:	GM Governance and Performance

Organisational Relationships:

Reports To:	Head of Risk and Assurance
Supervises:	N/A
Internal Stakeholders:	Council staff, Managers, Executive Team, and Councillors, Crisis Management Team, Enterprise Portfolio Management Office, Finance, and OHS team.
External Stakeholders:	Audit and Risk Committee, Internal Auditors, Victorian Auditor General's Office, Statutory Authorities, government agencies, and community members. c

Position Objectives

The Risk Management? Lead is responsible for leading Council's enterprise-wide risk management and business continuity functions. The role drives the maturity and effectiveness of Council's risk, resilience, and business continuity arrangements in alignment with recognised good practice (such as ISO 31000 and ISO 22301), organisational objectives, and Victorian local government governance requirements.

The role provides authoritative risk advice, facilitates risk-informed decision-making, oversees risk analytics and reporting, and maintains strong alignment with municipal emergency management arrangements. The Risk Management Lead also plays a critical second-line role, ensuring that enterprise risks, continuity risks, and resilience arrangements are effectively monitored, tested, and continuously improved.



Key Responsibilities and Duties

Enterprise & Strategic Risk Management

- Lead the development, maintenance, and ongoing improvement of Council's Enterprise Risk Management Framework, ensuring alignment with contemporary standards and organisational needs.
- Coordinate the annual strategic risk review process, including updating strategic and operational risk registers.
- Facilitate risk workshops with Executive Leadership Team, managers, and business units.
- Support the development and review of risk appetite statements and tolerance levels.

Risk Advisory & Reporting

- Provide timely and practical risk advice to projects, programs, and business initiatives.
- Prepare high-quality risk reporting for SRIA, ARCo, ELT, and Council, including trend and thematic analysis.
- Assist with risk input into Council reports, business cases, and major projects.

Second Line Assurance

- Develop and implement risk assurance activities to provide confidence in the effectiveness of risk controls working closely with the Compliance Lead and Compliance Network.
- Support management to strengthen controls where gaps are identified.
- Monitor and report on the effectiveness of risk mitigations.

Capability Building

- Drive a positive risk culture across Council.
- Deliver risk training, guidance, and tools to build organisational capability.
- Support managers to take ownership of risk within their areas of responsibility.

Business Continuity and Organisational Resilience

- Support the development, maintenance, and periodic review of Council's Business Continuity Management (BCM) framework and business continuity plans.
- Provide second-line risk advice and assurance in relation to business continuity, organisational resilience, and disruption preparedness.
- Support business units to identify critical functions, continuity risks, and appropriate mitigation strategies.
- Act as a capability backup to support continuity planning activities and post-disruption reviews, as required.



- Support the implementation of the Crisis Management Framework including support for business continuity, municipal emergency management municipal recovery as required.
- Acting as a Deputy Warden, Warden, or First Aid Officer (training provided).

Accountability and Extent of Authority

- Act as a trusted advisor to Council officers, Executive Leadership Team, and committees by providing expert, evidence-based guidance on enterprise and strategic risk management matters.
- Lead the preparation and presentation of risk-related reports and insights to senior leadership, the Strategic Risk & Internal Audit Committee, and the Audit and Risk Committee.
- Support Council's response to risk incidents and emerging risk issues, including coordination with relevant stakeholders and assurance activities, as required.

Judgement and Decision Making

- Apply advanced critical thinking, professional judgement, and influence to address complex and emerging risk management challenges.
- Make evidence-based recommendations in environments characterised by ambiguity, uncertainty, or competing priorities.
- Contribute to the strengthening of organisational controls and the development of a proactive, risk-informed culture through sound judgement, data-driven analysis and effective stakeholder engagement.

Specialist Skills and Knowledge

- Demonstrated expertise in enterprise and strategic risk management, ideally within local government or a complex organisation.
- Strong understanding of ISO 31000 and contemporary risk management practices.
- Highly proficient in Microsoft 365 suite (including Excel, Word, PowerPoint, Outlook and Teams) with the ability to quickly learn, adapt to, and effectively utilise new business systems, digital platforms including AI, and risk management tools.
- Ability to translate complex risk concepts into clear, practical advice.
- Highly developed communication, facilitation, and stakeholder engagement skills.

Management Skills

- Drive collaborative consultation and negotiation processes to support risk-informed outcomes that are aligned with Council's strategic objectives.



- Influence and engage stakeholders across the organisation to support the effective identification, assessment, and management of enterprise, strategic and operational risks.

Interpersonal Skills

- Build trust and rapport across all levels of the organisation, adapting communication style to suit diverse audiences.
- Communicate complex risk concepts, analysis, and data in clear, accessible, and meaningful formats.
- Demonstrate agility in working both independently and collaboratively with cross-functional teams.

Qualifications and Experience

- Tertiary qualification in risk management, governance, business, or a related discipline.
- Demonstrated experience in enterprise or strategic risk management roles, ideally within the public sector or a large, complex organisation.
- Proven ability to interpret and apply risk management standards, frameworks, and organisational policies to support effective decision-making.
- Experience in designing and delivering risk management training, guidance, and awareness activities across an organisation.
- Demonstrated experience leading cross-organisational initiatives and building productive working relationships with diverse stakeholders.

Child-Safe Standards

- Maintain a child safe culture at City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.

Occupational Health and Safety Responsibilities

- All employees of City of Port Phillip are responsible for maintaining and ensuring the OHS programs in their designated workplace as required by the Occupational Health and Safety Act 2004. Where applicable this includes taking every reasonably practicable step to ensure the health and safety of employees, contractors, visitors, and members of the public through identifying hazards, assessing risk, and developing effective controls within the area of



responsibility and by adhering to relevant City of Port Phillip policies and legislation. Our leaders are responsible for championing and enhancing safety in our organisation.

Diversity and Equal Employment Opportunity

- The City of Port Phillip welcomes people from diverse backgrounds and experiences, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTIQ+, people with disability, as diversity and inclusion drives our success. Our leaders are responsible for championing and enhancing diversity and inclusion in our Organisation and City.

Security Requirements and Professional Obligations

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- Sufficient proof of their right to work in Australia
- Sufficient proof of their identity.
- Complete a National Police Check completed **via** City of Port Phillip's Provider.
- Evidence of a Working with Children Check (employee type with City of Port Phillip registered as the organisation).

Key Selection Criteria

1. Enterprise risk management framework leadership

Demonstrated experience in embedding and maturing enterprise risk management frameworks within a complex organisation, including supporting organisational change, strengthening risk ownership, and integrating risk management into strategic, operational and project decision-making.

2. Application of risk management standards and public sector governance

Sound knowledge of contemporary risk management standards, frameworks and methodologies, and public-sector governance environments, with demonstrated ability to apply these in practice to support proportionate, risk-based decision-making and assurance.

3. Risk oversight, analysis and assurance support

Experience supporting enterprise-wide risk oversight, including the development and maintenance of risk registers, coordination of risk assessments, preparation of risk reporting and insights, and



contribution to monitoring, review and assurance activities for senior leadership and governance forums.

4. Risk capability, coaching and continuous improvement

Demonstrated experience in developing and delivering risk management training, coaching and capability-building activities, with a focus on building practical risk management skills, improving risk maturity, and driving continuous improvement across the organisation.

5. Stakeholder engagement and collaborative leadership

Strong collaborative leadership, stakeholder engagement and influencing skills, with the ability to work constructively across diverse business areas, support leaders to manage risk effectively, and embed consistent and sustainable risk management practices.

6. Systems proficiency and digital capability

Demonstrated ability to use digital systems to support risk and compliance management, action tracking, evidence control, assurance, and executive reporting.

7. Qualifications and professional capability Experience in the effective use of Microsoft 365 tools including Copilot, Microsoft Lists, SharePoint, and Power BI is desirable; a strong capacity to learn and confidently apply new systems and technologies is essential.

Tertiary qualifications in risk management, governance, business, or a related discipline, and/or demonstrated equivalent professional experience in a senior risk management role within a complex or regulated environment. Postgraduate qualifications and/or professional certifications in risk management, governance or assurance will be well regarded.

City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.