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| **Position Title** | Manager, Resilience |
| **Group/Portfolio** | Office of the General Counsel |
| **Classification** | Negotiated Salary |
| **Position Number** | 00060845 |
| **Reports To** | Associate Director, Risk and Resilience |
| **Employment Type** | Continuing |

## 1.0 Position Purpose

## The Manager, Resilience as part of the Risk and Resilience team will increase the risk maturity of the University by supporting the various groups and areas to identify business continuity risks, develop appropriate controls and mitigations, and operationalising resilience (including crisis management) so that it becomes an embedded practice that can be used as a strategic tool to protect the University and enhance its business practices.

## The Manager, Resilience operates as part of the second line of the University’s three lines model. As part of the second line, the Manager, Resilience will:

* + - Provide oversight, expertise, advice and support
    - Develop and facilitate effective risk management practices with a focus on crisis response and business continuity including policies, tools, procedures and exercises
    - Independently challenge and support the first line of defence
    - Monitor and report.

## 2.0 Eligibility Requirements

* + - The occupant will have postgraduate qualifications in a relevant discipline and possess at least five years of work experience in a relevant field, for example within a risk management or crisis management role. Experience within a complex organisation will be highly regarded.

## 3.0 Key Responsibilities

* + - Provide leadership and direction to develop, implement, and continuously improve the University’s resilience program including crisis response and business continuity.
    - Establish and nurture contact at all levels in the business in order to develop a detailed understanding of the business activities, systems and controls that will influence the strategic direction of risk and resilience program.
    - Undertake ongoing review and update of the University’s resilience framework to ensure it is in line with best practice and embed resilience activities within operational areas of the University through facilitated workshops, training, exercises and consultation on risk management processes and methods.
    - Empower staff at all levels to identify, analyse, evaluate and treat risks in line with the University’s Risk Management Framework and Enterprise Risk Management Policy, so that they understand, own and operationalise risk.
    - Work with internal and external stakeholders on the implementation and adoption of an enterprise risk system solution that will facilitate the collation, aggregation and consolidation of risks.
    - Prepare resilience education materials and lead workshops designed to engage organisational-wide stakeholders on resilience practices and demonstrate how risk can be used as a valuable and critical tool for effective decision-making.
    - Work with the Associate Director, Risk and Resilience as well as other Risk management team members on analytics and reporting including by performing trend analysis and tracking and communicating emerging risks.
    - Provide objective advice and assurance to staff and management on how to comply with the University’s risk management frameworks and policies, and lead and promote compliance with relevant legislation.
    - Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
    - Be a leading example of the principles and values embodied in the University’s Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

## 4.0 Key Capabilities

* + - Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates’ success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.
    - To read about some of the non-technical organisation skills for this position, please see the [Leads Others](https://intranet.secure.griffith.edu.au/employment/learning-and-development/specialist-programs/capability-development-framework#framework) section of our Capability Development Framework.