

# Risk manager position description



## It is everyone’s responsibility to manage risk, however an enterprise risk manager plays a vital role in demonstrating good practice and embedding processes and the organisation’s risk management framework in day-to-day decision making and governance.

## Using this template, you can create your own position description for an enterprise risk manager in your organisation.

## Position description for the role of enterprise risk manager

## Purpose

The enterprise risk manager plays a crucial role in shaping how decision makers in their organisation respond to risk: leading, advising, demonstrating value, supporting risk owners and coordinating risk management activities and information across the organisation.

The enterprise risk manager provides training and support to decision makers, monitors key risk indicators, reports and provides insights into organisation’s risks, and guides continuous improvement. They collaborate with staff across the organisation, including with senior management and specialists, to make sure the responsible body and executive team have a whole-of-organisation view of risk and risk management practices.

They carry out this role by

* advising the responsible body and executive team on risk management and the mandatory requirements of the Victorian Government Risk Management Framework (VGRMF)
* working with their responsible body and executive team to design and implement frameworks and processes for managing risk
* supporting risk owners when they are presenting information to the board and executive team.
* showing how the organisation will perform well only if it manages the risks to its objectives
* managing information about the organisation’s strategic and operational risks
* supporting the responsible body to define its risk appetite
* supporting the executive team to assess its risk tolerance
* coordinating the movement of information from business units to the executive team, responsible body and committees
* working with decision makers to identify and monitor key risk indicators
* supporting their responsible body to confidently attest that the organisation is meeting the mandatory requirements of the VGRMF

## Responsibilities

Key responsibilities of the enterprise risk manager are to

* lead the organisation to an understanding of better risk management practice
* promote a positive culture where information about risks to objectives is openly shared, discussed and addressed
* coordinate the implementation of the organisation’s risk management policy and other elements of the risk management framework
* coordinate the regular review and improvement of the risk management policy and other elements of the risk management framework
* work with decision makers, specialists, risk owners, control owners, subject matter experts and stakeholders to assess, control and monitor risk across the organisation
* manage the information in the organisation’s risk register
* provide insights on risks by analysing organisational information, engaging with staff, monitoring the external context, and investigating potential future scenarios
* prepare reports to the executive team, the Audit and Risk Committee and the responsible body
* coordinate the organisation’s approach to complying with Ministerial Direction 3.7.1, meeting the mandatory requirements of the VGRMF and annual attestation
* support other reporting obligations as required
* coordinate communication and reporting on risk and risk management to, and between, the Audit and Risk Committee, executive team and the responsible body
* support staff members to understand their responsibilities with respect to risk management, with training and communication
* be a liaison point or lead for liability claims, audits or investigations.

## Required skills and knowledge

### Skills

Our enterprise risk manager should have strong skills in

* communication, negotiation and facilitating deliberation in meetings of the responsible body, executives, managers and wider staff
* problem solving
* designing management processes and monitoring systems
* analysing internal and external contexts and mapping lines of influence
* scenario planning
* preparing accurate, concise and well-argued briefings for key stakeholders
* research and evaluation methods
* advising on enterprise risk management
* working with other specialists in the organisation on insurable risk, claims management, governance, audit and quality management
* project management and time management, including the capacity to work towards deadlines and manage competing priorities.

### Knowledge

Our enterprise risk manager should have very good knowledge of

* the Victorian Government Risk Management Framework
* the Australian Standard ISO 31000:2018 Risk Management
* insurance and insurable risk, claims management, and organisational resilience
* governance, and quality improvement, with a focus on systems improvement and organisational change.

## Qualifications and experience

### Qualifications

* + <Insert required qualifications for your organisation>

### Experience

* + <Insert required experience for your organisation>