



Job Profile

Digital Risk and Compliance Specialist

Group: Finance, Commercial & Digital

Job Summary

To be completed by People and Culture team			
Job Family	Information Technology	Career Stage	E
Job Function	IT Support	Career Stream	Professional
Coverage EA = Enterprise Agreement ICE = Individual Contract of Employment	ICE	Last Modified Date	9/05/2020
To be completed by Manager ~ (Team Size relates to People Leadership)			
Work Environment	Hybrid	Team Size	
People Leader	No	Indirect Team Size	

Who we are.

At Sydney Water, we exist for our customers. We're more than 3,500 people working together, striving to do more and be better—better for the environment, our customers, our people, and our water. Our people are passionate about working together, and driving agility, accountability, innovation, sustainability, and exceptional customer experiences.

Sydney Water is the main provider of water, wastewater, recycled water, and stormwater services in Greater Sydney. Our employees are dedicated to our customers, ensuring services are reliable and affordable, we are proactive and easy to engage with, forward-thinking, and environmentally focused.

Working with us means helping to provide essential services, safeguarding Sydney's future with a sustainable water supply, and protecting our iconic waterways. Our strategy guides our journey to enhance customer outcomes and continue delivering robust services to our city into the future.

Job Purpose

Provide specialist risk advice and compliance services. This role will liaise with Digital Group Leadership team on their enterprise, group and business risks, their control effectiveness. The role will also liaise with the Digital Group Leadership team on their compliance obligations, including those associated with legislative and Operating Licence compliance. The role is also responsible for supporting the Software Asset Management. This role will document, collate, workshop and reporting on risk and compliance principles and frameworks that support Digital and Transformational initiatives. The role will provide support to all digital business staff in risk management and compliance reporting. It will also prepare and deliver policies, principles, and frameworks that Digital Group produces. The role will also work with Internal Audit and 2nd line assurance services across Sydney Water including the management systems portfolio.



Accountabilities

Job Specific	• and maintain the ongoing development, implementation and maintenance of Digital Risk and Compliance Management Frameworks including alignment with CSMS requirements. • Support our 2nd line risk and compliance management through data analysis, reporting and governance • Leads the digital risk function in the reporting, monitoring and engagement with Digital Group executive. • Leads the identification of the risk control environment ensuring actions are tracked, monitored and managed. • Monitor and report risks, incidents and compliance performance across the Group • Lead digital risk assessments, control environment and high level assurance of the control effectiveness, including: ○ Conduct assessments to define and analyze possible risks ○ Evaluate the gravity of each risk by considering its consequences ○ Develop risk management controls and systems ○ Design processes to eliminate or mitigate potential risks ○ Create contingency plans to manage crises ○ Evaluate existing policies and procedures to find weaknesses ○ Prepare reports and present recommendations ○ Help implement solutions and plans • Engage and facilitate meetings and workshops with key stakeholders documenting and delivering digital policies, principles, standards, frameworks, procedures and awareness programs. • Facilitate stakeholder engagements to provide recommendations on how to improve the effectiveness, efficiency and delivery of services through the use of technology and technical methods and methodologies. • Understand and support implementation of organisational resilience processes including risk, incident and continuity management. • Deliver input into IPART determinations to ensure an effective outcome with IPART. • Prepare and maintain the Digital Group Business Continuity Plans working with the Digital Leadership and Corporate teams. • Preparing risk management and compliance reports to senior management and the Board Risk Committees across the group • Identifying trends in risk and compliance data to provide insight and make appropriate recommendations for action • Support and assure the licence compliance obligations of Digital on behalf of Sydney Water (including cloud and on premise licences) • Work with Internal Audit, project & process governance teams, legal, delivery and the rest of the Risk and Compliance function to enhance and strengthen the controls framework
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Role Requirements

Education / Qualifications

Required	- Degree in IT / Engineering or a related discipline and/or equivalent working experience.
Desired	

Certifications / Licences

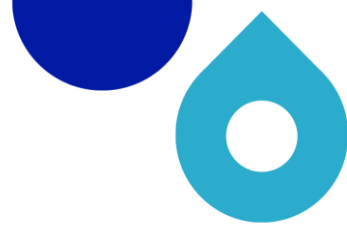
Required	
Desired	

Experience

Required	- A minimum of 6+ years' experience in an IT or financial related role, preferably working in a risk management, business analysis or reporting and analytics role with a broad technical focus. - Risk management and front office portfolio compliance experience. - Good working knowledge of the legal and regulatory framework that a State Owned Corporation operates in. - Working knowledge of Australian Standard AS/NZS ISO 31000. - Proven experience balancing commercial considerations with reputational and legal risk. - Strong work ethic and ability to demonstrate initiative, personal integrity, and act as a mentor to junior members of the team. - Ambitious self-starter who is capable of rapidly learning key elements of the business, managing multiple projects and meeting deadlines. - Proven experience in the risk management and performance reporting - Understanding of and ability to apply industry architectural best practices (eg TOGAF and ITIL). - Excellent written and verbal communication skills with a high attention to detail and experience with interacting with senior managers, project leaders and architects. - Organised and punctual, courteous and able to work well within a collaborative team environment. - Design and documenting digital application, infrastructure, information, business and/or integration architecture diagrams - Broad experience across multiple architecture domains and technologies
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	• Experience with discovering and understanding diverse application sets in highly complex and customised environments. • Proven experience in eliciting requirements • Ability to work in a diverse team and take ideas to a practical delivered outcome. • Critical analysis and decision making, creative thinking and problem solving. • Proven ability to develop project briefs, project plans and proposals for work, including gathering requirements and making estimates of resources, time and cost. • Proven experience in working in an IT team environment and the ability to work without supervision. • Demonstrated knowledge of end to end digital business lifecycle.
Desired	•



Capabilities and Skills

The capability and skill requirements for this role are identified in the skills profile listed below. This is comprised of Enterprise Capabilities, that are essential for all roles and functional skills, which are specific to each role.

Enterprise Capabilities (C-E)			
Capability	Descriptor		
Accountability	Ensures that own actions and those of others are focused on achieving goals and owning the outcome, in a safe, inclusive collaborative way.		
Agility	Adapts readily to change and encourages alternative views by using a range of interpersonal communication skills. Develops and coach's others while being aware of impact on others.		
Innovation	Develops innovative outcomes to solve problems in ways that are not immediately evident and encourages new ideas and thinking in others.		
Functional Skills			
Skill	Priority	Essential or Desirable	Proficiency level
Information Technology Infrastructure Library	1	Essential	Advanced
Service Assurance	2	Essential	Advanced
IT Service Management	3	Essential	Advanced
Cross-Functional Collaboration	4	Essential	Intermediate
Stakeholder Management	5	Essential	Intermediate
Business Analysis	6	Essential	Intermediate
Process Improvement	7	Essential	Intermediate
Influencing Skills	8	Essential	Intermediate
IT Risk Management	9	Desirable	Intermediate
The Open Group Architecture Framework (TOGAF)	10	Desirable	Intermediate
Proficiency Level Descriptors			
Developing - Building practical experience, needs continued coaching.			
Intermediate - Independent execution, minimal guidance.			
Advanced - Fully independent execution, coaches' others.			
Mastery - Strategic, sought as expert internally and externally.			

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorised people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.