



POSITION DESCRIPTION

Business Insights, Risk & Governance Manager

Organisational Context

FSPL is a public entity that operates under a Constitution which includes the Civic and Cultural Charter, developed jointly by the State Government of Victoria and Melbourne City Council. Our vision is to be internationally recognised as Melbourne's inspirational public place where visitors come to celebrate, learn, innovate and connect. We desire to be an iconic destination that delivers visitors a memorable experience.

Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do: *community commitment, integrity, leadership, innovation, team work.*

Role Description

This is a highly influential and diverse role providing business analysis, risk, privacy and compliance advice to Executive Management and staff. The incumbent works collaboratively across all business units to lead the management and implementation of robust analytics, risk management, business continuity and compliance systems.

This position supports the development of insights led strategy and optimal performance through data driven reporting for decision making. It is responsible for planning, monitoring and reporting on FSPL's KPIs and the identification of future analytics and reporting capability requirements.

Reports to	General Manager, Corporate Services
Direct reports	None
Key internal relationship	Executive and middle management teams, the Board
Key external relationship	Industry bodies, government stakeholders, external consultants
Employment type	Fixed term, full time, three year contract



FSPL Values

Our actions, words and behaviours are guided by a core set of values that form the foundation of everything we do.

Community Commitment	<ul style="list-style-type: none">➤ Aspire to be a stronger and healthier society through supporting the diverse community in our actions and decision making➤ Consider ways to be inclusive through accessibility and the promotion of harmony and engagement in our behaviours and actions
Integrity	<ul style="list-style-type: none">➤ Demonstrate the organisation's value➤ Act honestly and transparently in all our practice ensuring compliance with legal, governance and policy requirements➤ Demonstrate trustworthiness in the sincerity of our actions and dealings➤ Be accountable in delivering on expectations and outcomes and communicating openly and honestly
Leadership	<ul style="list-style-type: none">➤ Inspiration through passion and animated influence➤ Demonstrate commitment to quality service, systems, experiences, safety and sustainability➤ Establish and monitor performance goals which support the organisational strategy➤ Drive for results through high performance ensuring goals link back to organisational strategy and adjust with the needs of the business
Innovation	<ul style="list-style-type: none">➤ Creativity in bringing new ideas to life➤ Boldness in applying innovation to the business➤ Flexibility in embracing change and adapting to new challenges
Teamwork	<ul style="list-style-type: none">➤ Take pride in our work and shared outputs, including with contractors➤ Show respect for each other and our differing personalities and styles: build positive working relationships within own team and other areas to help achieve team/ department goals➤ Support each other and show sensitivity to individual interests and priorities➤ Demonstrate resilience in working to achieve goals➤ Strive for balance combining hard work with a fulfilling personal life

Key Responsibilities and Accountabilities

General

- Undertake complex research and analysis of diverse data sources and systems
- Actively contribute to the leadership of the organisation and provide strategic input into the formulation of policy, plans, key performance indicators and priorities
- Provide timely strategic advice by researching, analysing and interpreting relevant trends and through the identification of business improvement opportunities across the organisation



- Prepare high level briefing, reporting and presentation material for the executive and Board, government and relevant stakeholders

Data analytics, reporting & performance

- Lead the planning, measuring and reporting of FSPL's KPI's, supporting business goals, through a range of dashboards and reports conveying strategically critical analysis.
- Work collaboratively with business units to support development of insights led strategy and optimal performance through data driven reporting for decision making.
- Develop analytics and insights projects across applications and present key insights and recommendations in effective dashboard reports or visualisations (i.e. Power BI) to inform critical business decisions.
- Develop critical data and analytical strategies through extensive consultation across FSPL to identify business requirements and translate these into tangible analytics and reporting outputs.
- Work with IT and external service providers to support the ongoing development of data and analytics technical infrastructure requirements.
- Identify future analytics and reporting capability requirements and develop a roadmap to drive the transition to a more mature data driven organisation.
- Act as a conduit between FSPL's IT Business Analyst and business units, to ensure there is clarity and alignment.

Risk Management

- Lead the management and maintenance of FSPL's Risk Management Framework, covering both strategic and operational risk, and implement an annual program of activities to ensure compliance with the Minister for Finance Standing Direction 3.7.1 – *Risk Management Framework & Processes*.

Business continuity

- Lead the management and maintenance of FSPL's business continuity planning program, including development and facilitation of enterprise-wide event exercises and testing scenarios.

Privacy

- Develop, implement and maintain privacy policy and procedures and co-ordinate staff training to build awareness of privacy obligations across the company and ensure compliance.
- Ensure FSPL's compliance with the Victorian Protective Data Security Framework.

Compliance

- Maintain and monitor FSPL's Legal Compliance Framework to ensure the company's compliance with statutory obligations.
- Maintain and update FSPL's governance policies and procedures as required.



Skills & Experience

- Demonstrated experience in the management of risk, business continuity and compliance frameworks/systems.
- Demonstrated experience in reporting and analytics, working collaboratively to produce performance related reports for timely and practical data based outcomes.
- Expertise in the analysis of data in order to identify issues and trends.
- Highly developed research, conceptual analytical ability demonstrated by successful resolution of complex issues.
- Demonstrated experience in preparing complex briefings, papers or reports within tight timeframes.
- Highly developed consultative, interpersonal and verbal and written communication skills.
- Ability to develop and build mutually beneficial partnerships through a wide range of stakeholders at all levels, both internally and externally.
- Highly competent time management, work prioritisation and problem solving skills.

Education and Qualifications

- A relevant tertiary qualification

Special Requirements

Out of hours work may be required from time-to-time