



Position Title:	Manager – Enterprise Risk and Business Continuity	Name:	
	Purpose:	<ul style="list-style-type: none"> Implement the Group's Enterprise Risk and Business Continuity program. Develop and conduct training modules. Establish and maintain a reporting regime. Assist with Insurance Renewal Process, including renewal data gathering, delivery to broker, and insurance premium allocation 	Division: Risk Management
		Function:	Risk
		Band:	
		Location:	Corporate Office
		Reports to:	VP Risk Management
		Date/Initials:	August 2011

Key Results Areas

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Areas	Actions	Measures	
Strategic and Financial	Strategy and Compliance	<ul style="list-style-type: none"> Coordinate, facilitate and manage the roll-out of the ERM and Business Continuity framework for United States Provide VP Risk Management with detailed information regarding department ERM and Business Continuity issues as requested to aid strategic decision making process/compliance Manage the Country Risk Profiles, Risk Records and outstanding actions Coordinate the annual review of the Country Risk Profile and Risk Records 	
Operational	ERM Policy and Procedures	<ul style="list-style-type: none"> Introduce the ERM policy and procedures to the business through a re-engagement with each Department Develop and co-ordinate appropriate ERM training programs in conjunction with Management and ERM Coordinators Provide accurate and timely ERM information to Departments and secure their commitment to timely outcomes as required Monitor the status and completion of the actions identified at a departmental level 	
	Business Continuity Policy and Procedures	<ul style="list-style-type: none"> Develop and maintain departmental BCP's Develop, implement and manage the roll-out of Center BC Plans Coordinate the quarterly review of the departmental and Center BC Plans Facilitate regular walk-through for all critical and non-critical departments as scheduled Coordinate the business participation in the annual DR Exercise, ensuring a test scenario and schedule is agreed prior. 	
	Reports and Information Management	<ul style="list-style-type: none"> Compile ERM registers and reports as specified by VP Risk Management, along with coordination of scheduled reviews Manage open items on the registers and provide regular updates as required Provide appropriate updates for submission Australia for inclusion in the Executive and Board Risk Management Committees Reports Renewal data collection, qualifying the data, and disseminating to broker according to renewal timetable Preparation of insurance premium allocation to all properties and Corporate Review and investigate ERM systems available to support and cater to reporting requirements, including compliance 	
Customer	Internal Stakeholder Management	<ul style="list-style-type: none"> Involve key stakeholders in ERM initiatives/compliance to ensure a consistent approach to ERM is being embedded within the United States Establish and maintain a strong rapport with all internal departments to ensure ongoing support of the ERM policy & procedures 	

	Liaison with ERM Coordinators/BC Coordinators	<ul style="list-style-type: none"> • Maintain contact with ERM Coordinators/BC Coordinators and promptly respond to issues raised by same • Respond promptly to internal requests for information/assistance • Provide support and coaching to ERM Coordinators/BC Coordinators • Provide assistance in resolving ERM matters when required 	
People	Self Performance	<ul style="list-style-type: none"> • Work with VP Risk Management to set own performance goals. Achieve same • Seek assistance and coaching to ensure the achievement of own performance goals 	
Education & Training		Knowledge & Experience	
<ul style="list-style-type: none"> • Maintain and continue to develop personal knowledge in ERM and BCP's area • Detailed knowledge of internal procedures, policies and practices including ERM Intranet • Tertiary qualifications in ERM and/or experience in ERM area desirable. • PC literate • Undergraduate Degree and ARM/CPCU Designation preferred 		<ul style="list-style-type: none"> • Good knowledge of Microsoft Office, MS Explorer and other relevant software • Working knowledge of company operating procedures and policies (outside ERM and BCP's) • Demonstrated background in achieving results through others • Excellent communication skills • Strong analytical skills and strong general knowledge of Risk Management principles • Strong spreadsheet and allocation skills • Experience in facilitating/training • Good project management skills • Ability to effectively multitask, prioritize, and meet deadlines • Ability to work effectively in a small team environment with "hands-on" approach • Ability to lead and provide direction • Open to change • Ability to set targets and work in a challenging environment to achieve these targets 	
Success Factors			
Critical	Important	Staff Reporting	Authorities
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