Enterprise Risk Business Partner

March 2025

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| Reporting Relationship and Location | | | | | |
| **Reports to:** | | | Enterprise Risk Manager | | |
| **Team I Business Unit:** | | | Risk, Compliance and Assurance | Risk and Corporate Services | | |
| **Purpose** | | | | | |
| The purpose of the Enterprise Risk Business Partner role is to provide technical expertise analysis, manage and report on the implementation and findings on enterprise risk management framework, system, processes. policy and procedures. The role entails extensive stakeholder management with a diverse range of leaders across the business, preparing dashboards and other presentations for senior management, and plays a pivotal role in the identification, assessment and mitigation of risks and ensuring the ERM system support the ERM Program Risk Roll-up Approach.  As the risk business partner, you will support functional business unit areas as the risk subject matter expert (SME). This will involve providing governance and advisor services to embed AKL’s Enterprise Risk Management strategy, policy, and framework across the organisation. As the risk SME you will embed risk literacy, kete of knowledge, and increase capability across the functional business unit areas to promote and drive continuous improvement in AKL’s risk management culture and maturity.  This will entail that you support your functional business unit area’s chief, line managers, risk advocates and any other relevant staff member to own their risk management initiatives and align them to the Enterprise Risk Management Framework, policies, processes, and system. | | | | | |
| **Key Accountabilities** | | | | | |
| **Business Partnering and enablement of Enterprise Risk Management strategy** | * Effective business partnering on all things risk management, ensuring key activities are aligned to meet AKL’s strategic objectives and business performance. * Business partnership through risk assessments, risk education and maturing the risk culture of the organisation. * Trusted and valued by key stakeholders as an absolute subject matter expert. | | | | |
| **Governance** | * Support with the end-to-end management committee and board sub-committee governance reporting process (detailed under the reporting section below). * Administer the Enterprise Risk Management (ERM) system (Quantate). * Maintain and update all records and risk registers in risk management system (RMS), such as risks, controls, incidents, issues, and treatment actions - record keeping and enhance risk data analytics. * Update or revise the functional business unit area risk registers or risk control self-assessment (RCSA) to improve enterprise risk reporting capability. * Operate as subject matter expert for the end-to-end incident and issue management process. * Lead risk management communications and staff engagement initiatives. * Provide risk data analysis services aligned with the ERMF. * Monitor the dedicated enterprise risk management inbox and coordinate responses and actions as required to manage the RMS. * Assist with the Management Assurance Attestation Process (MAAP) * Support to ensure a BCM Programme exists to enhance and mature Business Continuity Management E.g. Facilitate Scenario Assessments, ensure BCPs exist for critical business functions and for material external risk scenarios. | | | | |
| **Advisory** | * Provide guidance to the business on ERMF, policies and procedures. * Ensure incidents, issues and actions are effectively managed, reported and resolved with the implementation of enhanced internal controls. * Promote enterprise risk management via positive relationships with staff and senior leaders. * Coordinate meetings and support running of the risk management induction or overviews including the risk advocate group sessions as required. * Assist with delivering initiatives to mature AKL’s risk culture – this may include undertaking risk culture assessments. * Support with staff training and coaching. * Lead fraud management awareness and training. | | | | |
| **Risk Registers / RCSA** | * Coordinate and facilitate the risk & control self-assessment (RCSA) process to ensure risk and control registers for each business unit are updated and maintained. * Maintain and update the RCSA and monitor implementation of controls and agreed treatment actions. * Create or revise existing Risk Registers, advise, and guide functional leaders and business units as they update those registers. * Monitor the effectiveness of risk treatment strategies identified and listed in risk registers and RCSAs. | | | | |
| **Reporting** | * Support with preparation of the various risk management reports to Enterprise Risk Committee (ERC) and Safety, Sustainability & Operational Risk Committee (SSORC) in accordance with Enterprise Risk Management Framework (ERMF) and the Risk Management Policy. * Support to ensure reporting across all material risk categories (aligned with RAS) occurs effectively and efficiently. * Support functional business unit areas to monitor and report on the external risk environment and identify any new and emerging risks in their business. * Assist the functional business unit areas to measure their risk management maturity and report on the implementation of actions to achieve target risk maturity. | | | | |
| **Training And Capability Development** | * Provide risk management training, advice, and support. * Build capacity in relation to contemporary risk management practices: * Facilitate risk management training programme. * Advise, support, and assist business unit leaders to conduct risk workshops. * Raise awareness of contemporary risk management issues impacting or potentially impacting the business in future. | | | | |
| **Health, Safety and** **Wellbeing** | * Role model Auckland Airport’s commitment to “People First” Health, Safety & Wellbeing approach * Lead by example, demonstrating and communicating visibly safe work. * Ensure all incidents are reported and investigated in a timely manner to enable continuous learning and improvement. * Consult, engage and communicate within your team and to others, to manage and improve Health, Safety and Wellbeing. * Understand and communicate the health, safety and wellbeing risks and controls across all the work your team carry out and maintain high levels of risk awareness within your team. | | | | |
| **Financial Responsibilities and Authorities** | | | | | |
| **Capital Expenditure** | | | | **Operating Expenditure** | |
| |  |  | | --- | --- | | Staff Designation | Maximum Financial Authority | | Administration | $5,000 | | | | | |  |  | | --- | --- | | Staff Designation | Maximum Financial Authority | | Administration | $5,000 | | |
| **Financial Authority** | | | | | |
| * Not accountable for expenditure budget. No authority to commit routine expenditure or capital expenditure without reference to people leader. | | | | | |
| **Structure Chart** | | | | | |
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| **Key Challenges** | | | | | |
| * Coaching and influencing functional business unit areas to move away from the various risk management approaches and practices into a central top down ERM framework to provide the CE, Chiefs or Leadership Team (LT) and Board an interconnected and interdependent holistic view of Governance, Risk and Compliance (GRC). * Maintaining a balance of working in collaboration with the Enterprise Risk team and autonomously with the assigned functional business unit area’s chief, line managers, and staff members to identify, assess and manage risks to realise business outcomes. * Uplifting the risk culture and maturity to ensure AKL’s movement towards a customer centric approach is achieved i.e. risk identification, and enterprise risk assessment needs to occur systematically and in a holistic manner rather than operating in silo. * Managing complex and sensitive discussions with diverse stakeholders within agreed timelines, given the need to balance BAU traditional risk management, competing interests and demands which are often changing and unpredictable. * Ensuring risk management initiatives operating in the functional business unit areas align with AKL’s enterprise risk management approach and framework. * Facilitating risk management workshops with a large variety of stakeholders. | | | | | |
| **Key Relationships** | | | | | |
| Internal | | | | | Purpose of contact with this person/s |
| * Must be able to work with all relevant stakeholders in the functional business unit areas including the chiefs, line managers and wider staff members. | | | | | * Carrying out role requirements |
| External | | | | | Purpose of contact with this person/s |
| * Construction contractors and third-party suppliers. * Consultants and suppliers. | | | | | * Carrying out role requirements |
| **Person Specification** | | | | | |
| **Qualifications (or equivalent level of learning)** | | | | | |
| Essential | | | | | Desirable |
| * Tertiary qualification (Degree) in BCom, BSc or CA * Demonstrated experience in risk management. | | | | | * Knowledge and experience with best practice ISO 31000 and COSO. * Formal risk management industry membership or certification. |
| **Knowledge / Experience** | | | | | |
| Essential | | | | | Desirable |
| * Risk management and project risk management experience at least 7 years. * Experience in identifying, assessing, and managing risks and opportunities across organisation. * Experience in elevating critical risks and can manage management agreed actions to mitigate risks and track issue management. * Governance reporting experience (governance committee minute-taker) * Well-developed skills as a team contributor, with demonstrated ability to collaborate effectively with a diverse group of stakeholders. * Sound business writing and verbal communication skills, including well- developed presentation skills. * An inquiring mind and desire to push for continuous improvement | | | | | * Aviation, construction, or infrastructure environment experience. * Experience using a risk management system or software. * Experience using Microsoft Office software suite of applications. * User of business analytic tools such as Power BI. |
| **Values** | | | | | |
| ***Whiria te tangata.*** Our values weave us together. They’re what we stand for, who we are and how we think, feel and act. | | | | | |
| **All in** Tātou tātou | | * People first * Seek understanding * Acknowledge others * Empathise and support * Diverse & inclusive | | | |
| **Know How** Kōkiri Tahi | | * Explore and solve together * Curious and open * Bring your voice & share your skills * Unite and collaborate * Right people in the room | | | |
| **Let’s Go** Karawhiua | | * Challenge yourself * Take pride * Act with intent and integrity * Keep your word * Deliver excellence | | | |
| **Changes to Position Description** | | | | | |
| From time to time it may be necessary to consider changes in the position description in response to the changing nature of Auckland Airport’s work environment, including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle, or as required. | | | | | |
| **Sign-Off** | | | | | |
| **Job-Holder** | | | | **People Leader** | |
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