Senior Analyst, Operational Risk Management

ASX Position Description

ASX "All Roles Flexible"
ASX offers mutually beneficial flexible working arrangements.
We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot	
Role:	Senior Analyst, Operational Risk Management
Reports to:	Senior Manager, Operational Risk Management
People Management:	n/a
Budget:	n/a
Team:	Operational Risk Management
Date:	December 2018
Location:	Sydney, NSW
Flexible Role:	Yes

What's On Offer

The Senior Analyst, Operational Risk Management will play an integral role in the development, implementation and ongoing operationalisation of the Office of the Chief Operating Officer (COO) Operational Risk Management Framework (ORMF). They will work with all teams across Technology and Operations to assist them in proactive risk management activities.

The role is in the risk management function within the Office of the COO and has responsibility for maintaining the centralised risk registers, monitoring Key Risk Indicators and producing regular risk management reporting. The role includes promoting risk awareness, assessing emerging and current risks, and ensuring completion of risk mitigation actions to address risks, issues and breaches.

As a key member of the Operational Risk Management team, you will work with a broad group of stakeholders to assist in embedding a robust risk and compliance culture in the Office of the COO and ensure risk is considered in key operational decisions.

What you'll do:

- Develop and maintain the Operations and Technology risk registers, including responding to internal and external change and managing risk mitigation action progress
- Collate input for Key Risk Indicators, work with stakeholders to understand areas of concern and develop SMART action plans
- Assist in risk and control assessments for key current and emerging risks to identify control weaknesses and inefficiencies and work with management to identify actions for improvements
- Escalate identified risks to appropriate levels of management

- Draft and provide other input to risk reporting, including preparing agendas and papers for risk working groups, writing management reports, and responding to external assessments and audit requirements
- Support the implementation of an effective risk management awareness program to support a proactive risk management culture
- Encourage and facilitate effective use of risk management tools
- Partner with the Enterprise Risk, Project Governance and Enterprise Compliance teams to deliver an integrated approach to risk and compliance

What you've done:

- Gained experience in risk management or a similar function within an operational environment
- Demonstrated the ability to build strong internal relationships
- Experience in collating and interpreting data to identify and explain trends
- Advanced use of Excel, experience with SharePoint and Visio
- Learned and applied new knowledge and skills

And if you've got some of this, even better:

- Operational and IT process related knowledge
- Broad understanding of project methodologies
- Experience creating process flow charts, completing risk and control analyses, performing new product and project risk analyses
- Experience of using a Governance, Risk and Compliance (GRC) tool
- Experience within the Australian financial industry and/or understanding of different financial products
- Interest in conducting risk workshops and/or training
- Best practice risk and compliance framework knowledge and experience
- Experience in influencing risk culture
- Knowledge of BCP/disaster recovery frameworks

What you need to enjoy and be good at for this role:

- Strong oral and written communication and Excel skills
- Fostering a culture of knowledge sharing
- Critical thinking with an analytical approach
- Ability to work independently and also collaborate with multiple stakeholders to deliver a common goal