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| **Portfolio**  | **Climate Change, Energy, the Environment and Water** |
| **Agency** | **Department of Climate Change, Energy, the Environment and Water** |
| **Division/Branch/Unit** | **Energy Climate Change and Sustainability/ Energy Security Corporation**  |
| **Location** | **Sydney** |
| **Classification/Grade/Band** | **Clerk Grade 11/12** |
| **Role Number** | **TBC** |
| **ANZSCO Code** | **211232** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **April 2025** |
| **Agency Website** | **www.dcceew.nsw.gov.au** |

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state’s environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

DCCEEW conserves and protects the state’s natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

**About the NSW Energy Security Corporation**

The NSW Energy Security Corporation is a new statutory corporation constituted under the Energy Security Corporation Act 2024 (ESC Act). The Corporation will partner with the private sector to accelerate investment in clean energy projects in NSW, and to support New South Wales to achieve the targets for reducing net greenhouse gas emissions under the Climate Change (Net Zero Future) Act 2023.

The NSW Government has committed an initial $1 billion of seed funding to the ESC. The initial focus of the ESC will be to co-invest in a portfolio of electricity storage and firm infrastructure across NSW to ensure the reliability of the electricity system as it transitions to renewable energy. The ESC can invest in both debt and equity, either directly or indirectly, through other investment managers.

Primary purpose of the role

The Manager, Risk, Governance and Audit leads the implementation and oversight of the Enterprise Risk Management framework and acts as ESC’s Chief Audit Executive (CAE), reporting to the Audit and Risk Committee (ARC) on audit outcomes and related matters.

# Key accountabilities

* Lead and oversee the establishment of ESC's Risk Management Framework, to support sound risk management practices ahead of making initial investments in 2025/26.
* Manage and maintain the Risk Register of significant project and operational risks, ensuring alignment with audit and risk management requirements; and support risk identification and assessment processes with risk owners.
* As the Chief Audit Executive, provide assurance to Executive and Audit and Risk Committee on the adequacy of the Risk Management Framework, by monitoring controls and risk mitigation strategies, overseeing the outsourced internal audit function, ensuring implementation of agreed audit actions
* Provide timely advice on compliance, audit, and risk matters by monitoring internal controls and risk management strategies, overseeing the outsourced internal audit function, and ensuring the effective implementation of agreed audit actions.
* Develop and maintain the compliance obligations register and ensure the Authority’s staff attest annually to complying with their obligations.
* Support the Audit and Risk Committee by coordinating meetings, preparing timely and complete papers, and ensuring follow-up of actions in line with policies.
* Contribute to and lead other project-based work as directed by the CEO, General Counsel or Leadership Team by providing highly skilled input, strategic advice, consultation, evaluation and expert report writing skills.

Key challenges

* Creating a risk management culture, by working with management to identify risks and mitigating controls to manage key business risks and embed the Risk Management Framework into key activities.
* Developing an understanding of ESC’s functions and diverse activities including its investment function, processes and risk management practices to ensure an efficient and effective annual internal audit program which targets key risk areas and makes appropriate recommendations.
* Managing the responsibility of directly and functionally reporting to both the GC/CRO and ARC.

# Key relationships

| Who | Why |
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| **Internal** |  |
| ESC Board | Provide quality risk and audit advice to the ESC board to ensure compliance with relevant regulation and legislation. |
| Chair of the ESC Audit and Risk Committee | This role reports functionally to the ARC for strategic direction and accountability of the internal audit function. |
| Chief Executive Officer | Provide quality risk and audit advice to Chief Executive Officer, ESC, and wider executive staff on an as needed basis on all risk matters. |
| Executive Director, Investments | Work closely to identify, assess, and mitigate investment related risk and for the purpose of ensuring adequate risk and audit practices.  |
| Chief Financial Officer | This role will work to support the CFO/CEO in developing effective internal controls as determined by the ARC.  |
| General Counsel/Chief Risk Officer | * Support the General Counsel with specialist advice on risk management, compliance and audit matters
* Report administratively to the GC/CRO to facilitate day-to-day operations.
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| ESC staff and executive team | Work collaboratively to ensure policies address risks identified within the ESC and that such policies have been fully implemented throughout the ESC. |
| **External** |  |
| Third party internal audit service provider  | Act as the liaison officer and/or contract manager for any internal audit services delivered by a third party provider. |

# Role dimensions

## Decision making

The Manager, Risk, Governance & Audit:

* Is responsible for providing high-quality advice as needed to support the ESC Interim Team’s core operations and permanent ESC establishment.
* Is responsible for exercising their discretion in identifying and assessing risks to the ESC and their associated magnitude to be considered as part of the risk management process.
* Provide advice and risk, governance and compliance recommendations to the ARC and wider ESC Board.

## Reporting line

The Manager, Risk, Governance & Audit, ESC reports administratively to the GC/CRO and functionally to the ARC.

## Direct reports

Nil

## Budget/Expenditure

Nil

Knowledge and experience

* Relevant high-level experience for the oversight of highly effective risk management and internal audit function.
* Significant and relevant experience in risk management and governance, together with a sound understanding of business systems improvement.
* Strong understanding of public sector risk management policies and frameworks for general government sector entities.
* Experience in establishing and leading a risk management function within a startup organisation.
* Exposure to risk management in the financial and/or investment sectors.

Essential requirements

* Appropriate professional certifications or qualifications recognised by the Institute of Internal Auditors, CPA Australia, or Chartered Accountants Australia and New Zealand.

Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth-person management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus** capabilities and **complementary** capabilities.

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understandingTranslate technical and complex information clearly and concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateContribute to and promote information sharing across the organisationManage complex communications that involve understanding and responding to multiple and divergent viewpointsExplore creative ways to engage diverse audiences and communicate informationAdjust style and approach to optimise outcomesWrite fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| relationships | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomesInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relationships with internal and external stakeholdersAnticipate and minimise conflict | Adept |
| results | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| results | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the links between the business unit, organisation and the whole-of-government agendaEnsure business plan goals are clear and appropriate and include contingency provisionsMonitor the progress of initiatives and make necessary adjustmentsAnticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriatelyConsider the implications of a wide range of complex issues and shift business priorities when necessaryUndertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning | Advanced |
| business-enablers | **Procurement and Contract Management**Understand and apply procurement processes to ensure effective purchasing and contract performance | Apply legal, policy and organisational guidelines and procedures relating to procurement and contract managementDevelop well-written, well-structured procurement documentation that clearly sets out the business requirementsMonitor procurement and contract management processes to ensure they are open, transparent and competitiveBe aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performanceEvaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principlesEscalate procurement and contract management issues, where required | Adept |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Advanced |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |