



## POSITION AND DUTY STATEMENT

Position Title:	Manager - Enterprise Frameworks, Controls and Assurance
Tenure	Permanent Ongoing
Salary	\$155,317 to \$194,146 per annum plus 15.4% superannuation
Reports to	Chief Risk & Assurance Officer
Direct Reports	3 Analysts
Location	Canberra
Contact Officer	Erin Martin -(02) 6263 1111
Applications Close	11:59pm AEST, 10 June 2026
Security Clearance	Baseline
Qualifications	Degree qualification from a recognised tertiary institution.
Experience	<ul style="list-style-type: none"> <li>• Experience in the fields of enterprise and business risk management, governance, and assurance or audit within Australian financial markets (private sector) and/or the Australian Government context.</li> <li>• Experience in and/or knowledge of the AOFM operations and the risk environment the agency works within is highly desirable.</li> <li>• Experience in and/or understanding of Government procurement frameworks is highly desirable.</li> </ul>

## Role Overview

The Enterprise Risk and Assurance (ERA) team is responsible for maintaining frameworks and programmes that guide and support AOFM's officials in proactively identifying and managing business and legal obligations, risks and controls. These frameworks include enterprise risk management, assurance, business continuity, fraud and corruption control, integrity, security, privacy and resource management.

The Manager, Enterprise Frameworks, Controls and Assurance:

- is responsible for maintaining and enhancing the AOFM's Enterprise Risk Management (ERM) framework, systems and tools in line with business requirements. This includes its integration with associated frameworks and systems including security, privacy, integrity and fraud and corruption control frameworks.
- is responsible for maintaining and enhancing the AOFM's assurance framework, systems and tools in line with business requirements. This includes management and oversight of the internal audit function and providing assurance on the status of the AOFM's internal control framework. The role is also responsible for business continuity coordination.
- will employ Commonwealth Government policies and Australian industry standards, as well as the requirements relevant to transacting in Australian financial markets, to support delivery of a fit-for-purpose risk and assurance approach.
- performs a technical leadership position within ERA and has responsibility for maintaining and improving the team's functions. In addition to exercising sound judgement, initiative and discretion, relationship management capabilities and a strong capacity to monitor and understand related professional standards are essential to the role.
- leads and manages two Risk and Assurance Analysts and one Procurement specialist, fostering capability, performance and a positive, inclusive team culture.
- manages team planning and prioritisation to support delivery of business plans and organisational objectives.

## Key Activities

The duties of the Manager, Enterprise Frameworks, Controls and Assurance may vary according to business requirements and priorities. The Manager, Enterprise Frameworks, Controls and Assurance is expected to:

- maintain and enhance the Enterprise Risk Management (ERM) framework and supporting policies including security, privacy, integrity and fraud and corruption control to ensure they remain fit-for-purpose and reflect the current risk environment;
- maintain and execute on the AOFM's Assurance framework and associated systems to enable effective compliance as well as effective control design and implementation;
- co-ordinate, manage and assess the development, delivery and quality of the outsourced internal audit provider;

- maintain the AOFM's Procurement and Contract Management framework and supporting tools and guidance to support compliance with the PGPA Act;
- maintain and enhance the business resiliency framework, training and related testing;
- review and refer as required breaches and reports related to integrity, fraud and corruption, public interest and privacy;
- provide leadership, guidance, advice and targeted training to AOFM staff to enhance their understanding and capability with regard to risk, assurance, business continuity, procurement and contract management, including formal roles of AOFM's Privacy Officer and AOFM's Agency Security Advisor;
- contribute to a high level of professional practice by the ERA team through maintenance of technical expertise and the coaching and development of staff;
- prepare a range of written materials, including reports, briefings and presentations for the CEO, Executive Leadership Group, Audit and Risk Committee, Operations Committee and Minister as necessary;
- liaise and represent the AOFM in consultation with internal and external stakeholders; and
- other duties as directed.

### **Behavioural attributes**

The following behavioural attributes apply to all AOFM officials:

- To act reliably with integrity and transparency.
- To work respectfully and collaboratively.
- To continuously improve through curiosity and innovation.
- To adapt to changing circumstances and deliver as a prominent, respected authority.
- To welcome all perspectives and embrace different ideas.
- To be valued as our authentic selves, and to respect and include everyone.

**Manager, Enterprise Frameworks, Controls and Assurance**

<b>Position No:</b>	GRA2026-01	<b>APS Classification:</b>	EL1
<b>Group:</b>	Chief Operating Officer Group	<b>AOFM Band:</b>	AOFM 2

**HOW TO APPLY**

Please email your application to [recruitment@aofm.gov.au](mailto:recruitment@aofm.gov.au) including:

- Your resume
- A one-page pitch outlining how your skills, experience, and knowledge are relevant to the advertised position
- A completed [candidate form](#)

**CONTACT OFFICER**

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