



POSITION AND DUTY STATEMENT

Position Title:	Manager – Governance & Strategic Planning
Classification:	Executive Level 1
Business Unit:	Governance, Risk & Assurance (GRA)
Reports To:	Chief Risk & Assurance Officer
Direct Reports:	2 (APS6/APS5)

Role Overview

The Governance & Strategic Planning team (GSP) works to the Chief Risk and Assurance Officer within the AOFM's Governance, Risk, & Assurance Unit and is responsible for the oversight, management, and provision of advice on governance activities. Working within a small agency requires all positions within the AOFM to be flexible to the changing needs of the organisation, with the ability to assist the broader business unit and agency as required during peak periods.

GSP provides secretariat support to the AOFM's Operations and Audit and Risk Committees, supports preparations for Senate Estimates appearances, and leads corporate reporting and strategic business planning including the AOFM's Corporate Plan and Annual Report. GSP also manages the AOFM's Enterprise Performance Framework and delegations/authorisations (including Accountable Authority Instructions).

The Manager – GSP leads a small team to deliver governance functions for the agency. The team plays a critical role in strengthening governance within the AOFM by delivering high-quality products and advice that supports informed decision-making at all levels. The Manager – GSP provides support to their direct reports, and upwards within their reporting line, as well as facilitating cooperation and partnerships both internally and externally to build strong working relationships which can be leveraged to achieve positive outcomes for the AOFM.

The Manager – GSP is required to interpret information, draw evidence-based conclusions and apply sound judgment to inform decisions, advice and work outputs. The Manager – GSP must maintain knowledge relevant to their role and is accountable for progressing and delivering work within their remit, including managing competing priorities and ensuring alignment with strategic direction.

Behavioural Attributes

All officials of the AOFM are expected to:

- Build strong working relationships and work collaboratively to achieve results.
- Build capability and knowledge.
- Foster a culture of innovation and continuous improvement.
- Act with respect and integrity.

Additionally, members of the Governance & Strategic Planning team are expected to:

- Demonstrate ownership of tasks within their work remit.
- Practice transparent communication within the team and with others.
- Adapt to changing circumstances and remain flexible to the needs of the organisation.
- Consider the strategic impacts of activities and proactively share ideas or raise issues as appropriate.



Experience and Capabilities

The Manager – GSP is expected to have:

- Significant experience working in roles related to governance and secretariat.
- Tertiary qualifications from a recognised institution relevant to the requirements of this role.
- Demonstrated leadership skills and experience, with the ability to guide and develop others.
- Experience supporting the strategic direction of an organisation, with the ability to align operational activities with the agency's strategic goals and consider wider and long-term impacts as part of decision making.
- Excellent verbal and written communication skills, with the ability to build and maintain professional relationships and collaborate across teams to achieve results.
- Demonstrated experience gathering and analysing information to make sound judgements and decisions to manage complex issues.
- Personal responsibility for meeting objectives, producing quality outcomes, and reflecting on activities with the aim of improving future processes.
- A proactive approach to problem solving and issues management, including the ability to respond effectively to challenges.
- Experience leading a team through periods of significant change, including demonstrated experience promoting organisational cohesion and supporting organisational leaders to embed change.

Key Activities

Under broad direction, the Manager – GSP:

- Oversees the delivery of secretariat functions to the AOFM Operations and Audit and Risk Committee.
- Leads parliamentary activities including preparation for appearances at Senate Estimates hearings, reporting, ministerial correspondence, and responses to senate questions.
- Develops and maintains the AOFM Enterprise Performance Framework.
- Develops and maintains delegations and authorisations from Ministers to the AOFM, and from the AOFM accountable authority to other officials.
- Provides support and guidance relating to the development and implementation of internal governance mechanisms.
- Leads the development of corporate reporting, including delivery of the AOFM Corporate Plan and Annual Report in line with statutory requirements.
- Leads business planning activities, including the production of the AOFM's annual Strategic Plan and associated monitoring and reporting.
- Manages Freedom of Information requests received by the AOFM.
- Manages Significant Issues reporting, Legal Entity Identifier, AML/CTF compliance/reporting, and Know Your Customer verification processes.
- Oversees the development and administration of legal advice and legislation repositories.
- Evaluates and engages with risk, making appropriate judgements to manage risk.
- Contributes significantly to the continuous improvement of activities within their work remit, and the broader agency as appropriate.
- Manages the establishment of Registered Bidder Agreements.
- Provides advice and guidance to AOFM officials in relation to matters within work remit.
- Prepares a range of written materials, including minutes, reports, briefings and presentations for the CEO, Executive Leadership Group, Audit and Risk Committee, Operations Committee and Minister as necessary.