



## Position Overview

Position Title	Business Resilience & Security Specialist
Business Unit	Risk Services
Remuneration Type	Indoor EA level 6
Reports to	Business Resilience Lead
Direct Reports (role)	Nil
Location (s)	Flexible
Success Profile	6.3 Risk Role Success Profile
Delegation Level	Not Applicable

## Our Values



### INNOVATION

We seek new ways of doing things better



### HONESTY AND INTEGRITY

The work we do is always and only in the best interests of our customers, stakeholders, community and the environment



### RELIABILITY

We mean and do what we say



### ONE TEAM

No one succeeds at the expense or exclusion of others



### EFFICIENCY

We don't waste time, money or effort



### SAFETY

We think, walk and talk safety every day



### Behavioural Capabilities



#### SAFETY

I work safely, and encourage my team members to do the same



#### AGILITY

I seek new and better ways of doing things



#### CUSTOMER CARE

I consider how customers are affected by my work



#### COLLABORATION

I am a team player – we are better together



#### ACCOUNTABILITY

I mean and do what I say

### Position Purpose

The Risk & Business Resilience branch sits within the People, Culture and Safety business unit and oversees the day-to-day functions of risk management, business resilience, security and insurance management.

The Business Resilience function is responsible for the design, development, implementation, management, and oversight of Unitywater's business resilience program, ensuring Unitywater can maintain its critical business operations during all types of disruptions.

Reporting to the Business Resilience Lead, the Business Resilience and Security Specialist is responsible for managing physical security, and providing advice and support in developing, implementing and managing and delivering the resilience program (including associated plans and procedures, training and exercises, and roster management). A key part of the role is building and maintaining effective internal and external stakeholder relationships and helping to foster a resilience mindset across Unitywater and ensuring our legislative objectives and commitments are met.

### Position Accountabilities

Key functions of the role include:

Security functions include:

- Lead the security management program for the organisation (including developing, implementing and managing appropriate plans and strategies, as well as providing training and stakeholder engagement).
- Provide advice to the organisation on security strategies.
- Support and advise the Business Resilience Lead, in maintaining the Security Risk Management Framework and associated plans ensuring compliance with the Security of Critical Infrastructure (SOI) Act 2018.
- Lead the organisation's response to security incidents, in consultation with relevant stakeholders.

Resilience functions include:

- Lead the recruitment, training and roster management of the Incident Management Team, and coordinate back up teams in preparation for / during major incidents.
- Contribute to the development, conduct and coordination of business resilience training, testing and exercising.



- Research and provide advice on disaster risk reduction strategies and other matters relevant to business resilience.
- Prepare reports, recommendations and promote awareness of the Business Resilience Program.
- Support the development and coordinate the implementation of the Business Resilience Program plans and annual program of works.
- Guide, train and provide advice to our response teams (e.g., incident, crisis, and business continuity) and individuals in the practical implementation of the business resilience framework and systems.
- Coordinate lessons management and undertake post-incident reviews, audits or inspections when requested.
- Maintain membership, participation, and communication with relevant external stakeholder groups (including local government, industry, and mutual aid groups).
- Maintain a state of readiness across the organisation through ensuring resilience documentation, templates and key resources are up-to-date and incident rooms are effectively resourced.

Other role expectations:

- Support and role model the WH&S policies, procedures, and practices of Unitywater as amended from time to time.
- Participate in Unitywater safety audits and inspections to demonstrate visible safety leadership and participation
- Ability to work flexibly across and provide support to the broader Risk and Business Resilience branch, as required.
- Such other relevant duties as required from time to time which would generally fall within the skill and knowledge requirements for this position.

## Key Relationships

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Key working relationships internal and external to Unitywater are:

- People, Culture and Safety Team
- Business Units across Unitywater
- Unitywater's response teams (incident, business continuity and crisis)
- Councils, Local and District Disaster Management Groups (LDMGs/DDMGs)

## Capability Requirements

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The requirements for the position are:

- Certification, accreditation, qualifications and/or relevant experience in incident, emergency, and crisis management.
- Certification, accreditation, qualifications and/or relevant experience in security management.
- Experience and demonstrated capability in planning and facilitating operational workshops, training, and exercise programs.
- Demonstrated leadership experience in corporate security risk management, operations, planning and implementation and engagement of consultants.



- Broad experience in the development, review and implementation of policies and procedures related to business resilience (incident, emergency and crisis management).
- Highly developed communication skills and ability to build and maintain sustainable partnerships, resolve conflict issues and work collaboratively with a wide range of internal and external stakeholders.
- Project management skills and analytical, conceptual, and problem-solving skills.
- Computer literacy and knowledge of computer-based business applications, security management systems and evolving and innovative technologies as it applies to the position.
- C Class Driver's License
- Knowledge of water industry (desirable).