



Department of Biodiversity,
Conservation and Attractions

**ROTTNEST
ISLAND
AUTHORITY**

Job Description Form

Position Details

Position Title: Risk Advisory and Governance Manager	Position Number: RIA3164940	Level: 6
Division: Rottnest Island Authority	Branch: Corporate Services	Section: Corporate Advisory
Employment Agreement: PSA 1992 / PSCA 2024	Location: Fremantle (commuting to Rottnest Island as required)	Effective Date: 16 January 2026

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.



Integrity
Commitment to knowing and doing what is right



Collaboration
Commitment to team, partnership and the support of others



Accountability
Commitment to being transparent, taking ownership and personal responsibility



Respect
Commitment to the respect of people, culture and place



Excellence
Commitment to quality, innovation and continuous improvement

Reporting Relationships

Position Title Manager Corporate Advisory	Level/Grade 7	↔	Position title Business Improvement Manager Work Health and Safety Manager Facilities, Fleet & Insurance Officer	Level 6 6 4
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
n/a		

About the Role

The Risk Advisory and Governance Manager leads the agency’s risk management framework with a focus on visitor risk and public liability. The role provides strategic advice and ensures compliance with ISO 31000 principles and supports organisational resilience through effective planning and reporting.

The position manages key governance functions including RIA’s policies and guidelines, the Business Continuity Plan and coordination of internal audit activities. The position is a key driver for building a strong risk culture through training, stakeholder engagement, and continuous improvement initiatives, while undertaking regular reporting to the Executive and Board.

Position Title Risk Advisory and Governance Manager		
Position No. RIA3164940	Level/Grade Level 6	Effective Date 16 January 2026

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

Responsibilities

- Facilitate risk assessment and ensure timely treatment of risks across the agency, enabling stakeholders to prepare treatment plans in line with the RIA risk management framework, ISO 31000 principles and audit requirements.
- Maintain and update the RIA risk register (strategic and operational) and provide regular reports and insights to the Executive and Board as required.
- Drive continuous improvement of the agency's risk management system, including planning, reporting and supporting risk assessments.
- Review, maintain and test the RIA Business Continuity Plan (BCP) and Framework, including documentation of BCP exercises conducted.
- Lead the coordination, advice and oversight of Visitor Risk management across the agency to minimise public liability exposure.
- Develop and deliver training and workshops to promote risk awareness and strengthen organisational resilience.
- Coordinate internal audit activities and ensure findings inform governance and risk improvements.
- Ensure policies and guidelines are reviewed and updated in line with revision schedules, liaising with custodians (directorate) to draft amendments, research and analysis to inform policy development.
- Coordinate the maintenance of governance frameworks to ensure compliance with statutory requirements and strategic direction.
- Oversee the coordination and reporting of outcome-based management key performance indicators (KPIs).
- Assist in the preparation of Executive, Board and Ministerial papers or presentations.

Other

- Undertakes other duties as directed.

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

Essential

1. Demonstrated experience in risk management including risk identification, assessment, treatment, and reporting in line with recognised standards.
2. Knowledge and experience in managing visitor/public liability risk and applying practical risk mitigation strategies.
3. Proven ability to develop and maintain business continuity plans and support organisational resilience.
4. Excellent interpersonal skills with the ability to establish and maintain effective working relationships with both internal and external stakeholders.
5. Highly developed oral and written communication skills including the ability to prepare complex documentation such as, policies, governance frameworks, and Executive/Board reports.

Position Title Risk Advisory and Governance Manager		
Position No. RIA3164940	Level/Grade Level 6	Effective Date 16 January 2026

- 6. Strong analytical and problem solving skills with the ability to provide advice and interpretation on complex matters.
- 7. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

Desirable

- 8. Tertiary qualification in risk management, governance, or related discipline.
- 9. Knowledge of ISO 31000:2018 Risk Management Guidelines.
- 10. Experience coordinating internal audit activities and managing governance frameworks to ensure compliance with strategic alignment.

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Leading Others](#).

Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department’s guidelines on National Police checks .	
Current WA Driver’s Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

The details contained in this document are an accurate reflection of position.

Division Head	A/Executive Director
Signature: 	Signature: 
Date: 16 January 2026	Date: 16 January 2026