



GENERAL MANAGER, IT & RISK

JOB & PERSON SPECIFICATION

MARCH 2021

General Manager, IT & Risk

Position:	General Manager, IT & Risk
Portfolio:	Corporate Services
Supervised by:	Executive - Corporate Services

1. Purpose

To provide leadership, direction and guidance to all information technology, security and risk management activity across the Maxima group, including the development and delivery of a holistic and forward thinking IT & Risk strategy for the organisation.

2. Key Responsibilities

- Provide leadership to the IT team and the Safety, Quality & Risk team, including WHS, RTW and Helpdesk.
- Develop and deliver an intuitive and holistic IT & Risk strategy that facilitates growth and functionality across all Maxima business units and in alignment with **Maxima's Strategic Goals**.
- Select and implement suitable technology to streamline internal operations and assist to optimise benefits.
- Provide guidance and advice to the Maxima Executive group and Maxima Board on all IT and Information Security issues.
- Conduct continuous improvement initiatives, using stakeholder feedback to inform necessary improvements and initiatives to ensure Maxima is utilising current technology appropriately and safely.
- Design and customise technology systems and platforms to improve customer and stakeholder experience.
- Lead a staff education program on information management, security and risk.
- Oversee the assessment of potential risks across the organisation and the evaluation of their gravity.
- Oversee audit processes and procedures.
- Lead the development of design processes to eliminate or mitigate risk, including the creation of contingency plans.
- Build a highly organised and professional team that efficiently respond to organisational needs.
- Provide relevant status and incident reporting to the Executive for presentation to the Board.
- Manage and monitor budgets, ensuring appropriate and purposeful spend and allocation.
- Stay abreast of changes and advances in technology to discover ways that Maxima can gain competitive advantage in the industry.
- Devise and establish IT & Risk policies and procedures to support the implementation of strategy and according to legal and organisational guidelines.

3. Work Health and Safety Responsibilities

Have overall accountability for WHS for their area of responsibility and shall:

- Have working knowledge of relevant WHS and workers compensation legislation, WHS Policies and Procedures,

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- Will ensure that all employees under their control and supervision understand and fully discharge their responsibilities on WHS matters and that they are adequately trained, supervised and provided with relevant resources for allocated tasks and responsibilities,
- Use internal and external WHS expertise as required,
- Report any hazards, incidents and near misses within their work area to their direct Manager,
- Proactively assist in the rehabilitation of Maxima employees who are or have suffered a workplace injury or illness, by working in conjunction with the Rehabilitation Co-ordinator and Rehabilitation Consultants,
- Follow all reasonable employer instructions with regard to WHS.

All workers are responsible for the WHS implications of their own actions and have a duty to carry out their work in a manner consistent with the Maxima Group WHS Policy and the requirements of the integrated management system.

More specifically, all workers must:

- Cooperate with the relevant employer with respect to any action taken by the employer to comply with any legislative requirements,
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare,
- Fully observe Maxima Group WHS Policies and Procedures,
- Ensure that they are 'fit for work' and do not endanger their own safety at work or the safety of any other person at work (i.e. by the consumption of a substance that might affect their performance),
- Report any hazards, incidents and near misses within their work area to their direct Manager,
- Actively participate in the planning and implementation of rehabilitation programs/plans in the event that they suffer a work related injury or illness,
- Not use any equipment, plant, machine or substance unless they have received adequate training in the use of that equipment, plant, machine or substance,
- Participate in all relevant training,
- Proactively assist in the rehabilitation of Maxima employees who are or have suffered a workplace injury or illness.

Workers shall take reasonable care to:

- Protect their own health, safety and welfare at work,
- Avoid adversely affecting the health, safety and welfare of any other person or adversely affecting the environment through any act or omission at work,
- When performing any duty, use clothing or personal protective equipment provided for WHS purposes relevant to that duty,
- Comply with any reasonable instruction that their employer may give in relation to health, safety, welfare and the environment at work.

4. Required Qualifications/Experience

- Tertiary qualifications in Computer Science, IT or similar,
- Proven experience in a high level IT and Information Security role,
- Risk Management certification (highly regarded),
- Proven knowledge of risk assessment and control,
- Significant experience with auditing and reporting procedures,

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- Significant understanding of Information Security Management Systems and data protection legislation,
- Demonstrated experience in developing efficient strategies and business plans for IT system and security management,
- Ability to conduct technological analysis and research,
- Proven high level, negotiation and analytical skills,
- Experience with systems installation, configuration and analysis,
- Strong people leadership experience, managing a multi-faceted team,
- Exceptional relationship building skills both internally and externally, including supplier management and contract negotiation.

5. Personal Attributes

- Strong interpersonal skills with sound verbal and written communication skills,
- Resilient and results oriented,
- Confident in establishing and building relationships,
- Self motivated and ambitious,
- Detail conscious with effective planning and prioritisation skills.



HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call Hannah Way on (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.