

POSITION DESCRIPTION

Project Risk Advisor

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| Date: | 10 April 2024 | Line Manager: | Project Controls Manager |
| Title: | Project Risk Advisor | Direct Reports: | Nil |
| Team: | Corporate – Project Management Office | Status of Position: | Permanent Full Time |
| Location: | Newcastle NSW | Date Reviewed: | 10 April 2024 |

1 Position Summary

Reporting to the Project Controls Manager, the Project Risk Advisor is responsible for identifying, assessing, and managing risks associated with various projects undertaken by Squadron Energy. You will collaborate closely with project teams, stakeholders, and leadership to develop and implement risk management strategies that align with project objectives and organisational goals. Your expertise in risk assessment and management will contribute to the successful execution of projects while minimising potential disruptions and losses.

1.1 Key Responsibilities

- Conduct thorough risk assessments for new and ongoing projects to identify potential risks and uncertainties.
- Analyse project plans, timelines, and objectives to anticipate and recognise potential areas of vulnerability.
- Evaluate the likelihood and impact of identified risks on project outcomes and objectives.
- Utilise quantitative and qualitative risk analysis techniques to prioritise risks and develop risk profiles.
- Keep project risk artifacts up to date and accurate.
- Review Risks and Control effectiveness with project team members.
- Lead and conduct detailed schedule and cost risk analysis on projects.
- Lead risk workshop session with project team and other internal subject matter experts.
- Work with Project Control Manager to establish contingency allocations on projects.
- Develop comprehensive risk mitigation strategies and action plans in collaboration with project teams and stakeholders.
- Recommend appropriate risk response strategies, including risk avoidance, mitigation, transfer, or acceptance.
- Establish mechanisms for ongoing risk monitoring and tracking throughout the project lifecycle.
- Implement proactive measures to detect and address emerging risks in a timely manner.
- Liaise with Corporate Risk Management team to ensure integration with corporate risk management framework.

- Communicate risk-related information, findings, and recommendations to project teams, stakeholders, and leadership.
- Prepare regular risk reports and updates for project sponsors and relevant stakeholders.
- Foster a culture of risk awareness and proactive risk management within project teams and across the organisation.
- Provide guidance, training, and support to project managers and team members on risk management best practices.

1.2 General Responsibilities

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| Health, safety, and environment | Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team. |
| Administration | Ensure all documentation is stored and recorded on the Squadron Energy document management system. |
| Reporting | Ensure that issues and risks are escalated/reported to management in a timely manner. |
| Financial | Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets. |
| Stakeholders | Maintain a professional relationship with all project Stakeholders. |
| Company | Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards. |

2 Skills and experience

2.1 Experience and knowledge

- Proven experience in project risk management, with a track record of successfully identifying, assessing, and managing risks in complex projects.
- Extensive experience managing schedule and cost risk analysis process utilising Monte Carlo tools such as Acumen Risk.
- Proficiency in risk management tools, techniques, and software applications.
- Familiarity with project management methodologies (e.g., PMBOK, Agile, PRINCE2) and their application to risk management processes.
- Experience with risk management frameworks such as ISO 31000 or COSO ERM.
- Knowledge of regulatory requirements and compliance standards relevant to project risk management.

2.2 Skills

- Strong analytical skills and the ability to assess risks from multiple perspectives.
- Excellent communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.
- Ability to work collaboratively in cross-functional teams and adapt to evolving project requirements and priorities.

2.3 Qualifications

- Bachelor's degree in project management, business administration, finance, or a related field.
- Australian Driver's Licence.
- White Card.

3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

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| Humility | Courage and Determination | Empowerment | Enthusiasm |
| Family | Frugality | Generating Ideas | Integrity |
| Safety | Stretch Targets | | |

Squadron Energy is an EEO employer and we value diversity within our company.