

TEAM LEADER RISK AND AUDIT

Our City Vision:

Port Adelaide Enfield is a welcoming, liveable City: made by people.

Our Goals

Thriving Community <i>A City where people have the opportunity to connect and flourish</i>	Prosperous Economy <i>A City with a thriving economy that enriches its local community</i>	Clean And Green City <i>A City that values its natural environment</i>	Places For People <i>An accessible City where people love to be</i>
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Organisational Capability:

Our diverse workforce is resourced to deliver meaningful outcomes.
Our systems, processes and tools are contemporary and reflect leading practice.
Our assets and finances are managed with good stewardship.

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our diverse community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values

Make a Difference We serve our community well <ul style="list-style-type: none">• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	Grow & Improve We improve our work everyday <ul style="list-style-type: none">• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	Better Together We collaborate & create to deliver meaningful outcomes <ul style="list-style-type: none">• Trust, honesty, integrity• Care & support each other• Work as a team• We celebrate success• We are accountable• Open communication
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The position is:

Position Title	Team Leader Risk and Audit		
Department & Section	Corporate Services		
Team	Strategy & Performance		
Reporting to	Strategy & Performance Manager		
Positions Reporting to it	Auditing Officer Risk and Claims Officer		
Classification and Stream	MOA Level 7		
Position Number	3042	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

How does this position contribute to our community?

This position in collaboration with the Manager Strategy and Performance will lead the organisation in a contemporary approach to risk, business continuity, emergency management, insurance and audit services to strengthen resilience and integrity. The position will engage people across the organisation to support them to strengthen Council’s operations and manage risks strategically to deliver the best value for our community.

What does the position do?

- Leads the implementation of Council’s Enterprise Risk Management Framework as an integrated element of Council’s strategic planning and operational management, ensuring that organisational risk is understood and effectively managed
- Provides expert advice in risk management
- Develops, maintains and monitors Council’s Enterprise Risk Management Framework, including the strategic and operational risk registers
- Manages Council’s internal controls and ensure regular reviews are undertaken in conjunction with the Manager Strategy and Performance leads and manages the Internal Audit Program
- Develops, maintains and tests Council’s Business Continuity Plan
- Develops, maintains and tests Council’s Emergency Management arrangements
- Coordinates and supports Council’s incident management arrangements
- Leads and manages Council’s claims and insurance portfolio and maintains constructive working relationship with the Local Government Risk Scheme and associated services
- Initiates and delivers staff training as required to embed sound risk, business continuity, incident and emergency management practice and culture
- Prepares and coordinates reports, business cases and advice as required for the Executive, Strategic Risk and Audit Group, Council and the Audit and Risk Committee
- Provides insurance and risk advisory services and support to all areas of Council
- Promotes and delivers strong customer service to external clients and internal departments
- Builds effective external relationships with stakeholders and partners, including cross Council initiatives
- As a people leader, invests in embedding the organisational values within the team
- Undertakes human resource activities associated with recruitment, learning and development and individual performance development reviews with team members
- Provides effective coaching, mentoring and support to develop team members
- Other reasonable duties as required are undertaken.

What outcomes does the position deliver?

- A contemporary and proactive strategic risk management approach that delivers public value
- An effective audit and control environment to establish a wide-ranging assurance framework
- A high-performance culture and ethical business practices
- Organisational resilience through good practice emergency management and business continuity planning
- A team culture focused on and aligned to PAE values.

The behaviours we expect the position to contribute to our workplace are:

- Effective communication and information sharing
- Customer focused and passionate about delivering for our community
- Alignment to PAE Values and Code of Conduct
- Interpersonal skills that build good work relationships
- Good problem solving, innovative thinking and informed decision making
- Enthusiasm to complete tasks
- A commitment to personal development and improvement
- Adaptability and flexibility to new ideas and concepts
- Empowering leader who develops, coaches, and provides appropriate feedback to assist others reach their full potential
- Authentic leader who builds constructive relationships with people at all levels across the organisation
- Strong and effective communicator and listener
- Agility and responsiveness – comfortable adapting quickly to changing priorities
- Operates with a high level of empathy and openness to ideas and diversity
- Responsible financial management
- Politically aware.

Qualifications for the position

- Degree or post-graduate studies in business management, legal, corporate governance and/or related fields (or equivalent experience) is essential
- Professional accreditation, for example certification from the Risk Management Institute of Australasia (highly desirable).

Experience

- Several years demonstrated experience in governance functions related to risk, audit, and internal controls environments using contemporary methodology and practices
- Prior experience in business continuity/emergency management
- Experience in leading organisational wide programs, projects and business improvements within a multifaceted organisation
- Proven experience in stakeholder management and quality customer service delivery
- Experience working as a member of a multi-disciplinary team and as a trusted internal business partner enabling innovation and business value creation.
- Demonstrated experience in leading a team.

Knowledge

- Expert knowledge of contemporary risk management, business continuity, insurance and audit practices
- Highly developed analytical skills with demonstrated experience in assessing and developing risk and business continuity system maturity

POSITION DESCRIPTION



- Demonstrated ability to solve complex problems and exercise sound judgement in identifying solutions or approaches
- Excellent stakeholder management and communication skills with demonstrated ability to foster highly quality and engaging business relationships at all levels
- Understanding of good governance principles and practices
- Knowledge and understanding of relevant legislative and regulatory requirements
- High level communication skills both verbally and written
- Demonstrated ability to manage time and competing priorities in large and multifaceted organisation
- Knowledge and understanding of the Local Government Act, Local Government Risk Services (LGRS) and other legislation relevant to the position or the ability to quickly acquire knowledge.

Information Management/Cyber Security

- Appropriate information management practices are implemented
- Maintain knowledge and application of Council's IT systems relevant to role
- Maintain a working understanding of and follow Council's cyber security controls
- Foster a cyber security conscious culture in your team by understanding the cyber security risks to your team, and encouraging the correct cyber security behaviours
- Ensure training is provided to employees in positions of trust or who have heightened cyber security responsibilities, or increased risk profiles to ensure sound cyber security practices are understood, and effective cyber security controls are implemented and followed.

Child and Vulnerable People Safe Environment

- A child and vulnerable people safe environment is maintained and promoted
- Promote protection, safety and wellbeing of children and other vulnerable people.

Procurement and Contract Management

- Responsible for complying with Councils procurement policy and processes
- Proficient in the application and requirements of procurement within a Local Government context
- Requirement to undertake regular training regarding procurement and contract management activities.

Our Safety and Return to Work Commitments

Manager and Team Leaders

- Provide leadership in the implementation of the City of Port Adelaide Enfield's WHS Management System within their Team/Section
- Investigate or coordinate the investigation of hazards and incidents within their Team/Section to identify reasonably practicable controls measures
- Actively participate and encourage preventative WHS strategies, audits, team meeting discussions and training and support the WHS Committees as practicable
- Assist in early return to work strategies and participate and support injured workers in return to work processes
- Consider WHS in recommendations made to the Executive Leadership Team and Council
- Report work related injuries to the Internal RTW Coordinator as soon as reasonably practicable
- Assist injured workers in the RTW process.

All Staff

- Take reasonable care for their own health and safety

POSITION DESCRIPTION



- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure their safety
- Co-operate with any reasonable WHS policy or procedure relevant to their work
- Participate in the RTW process if injured at work as set out in the Return-to-Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____