



Position Description – Risk Advisor

Division	Corporate Services
Portfolio	Governance & Risk
Business Unit	Governance & Risk
Level	6
Reports To	Team Leader Governance & Risk
Prescribed Position	No

Position Objective

To lead and promote a positive risk management and continuous improvement culture within the Council.

To administer Council's strategic risk management, business continuity and emergency management initiatives across Council.

This position requires the capacity to create strong and positive relationships with employees across the organisation and the ability to demonstrate a high level of professionalism when engaging with our community and stakeholders at all levels.

Key Responsibilities

Risk Management

- Facilitate a collaborative approach to the ongoing development, review and implementation of Council's strategic and organisational risk management programs in alignment with current best practice risk management standards and internal policies and frameworks.
- Provide risk training, advisory and support service to management and employees in relation to Council activities.
- Lead and promote a strong positive risk culture across the organisation and increase awareness amongst management and staff of risk management issues.
- Contribute to and facilitate the annual business unit risk assessment process.
- Responsible for and actively involved in identifying and managing risk in day-to-day activities and projects.
- Monitor, update and report on the Council's risk profile.

- Research best practice risk management approaches and application, and undertake risk reviews on business processes as required, to ensure continuous improvement across the organisation.
- Undertake the Local Government Association Mutual Liability Scheme's risk management evaluation.
- Contribute to the preparation of the internal audit plan by providing advice and connection to Council's risk management program.

Insurance

- Monitor, arrange and administer the Council's annual insurance renewal through liaison with insurers, brokers, or fund managers to ensure Council is appropriately insured against potential loss. This will include arranging specialist insurance cover (as required) and ensuring appropriate maintenance of insurance schedules and coordination of responses to Civil Liability Review Questionnaires.
- Provision of insurance advice to staff.

Emergency Management and Business Continuity

- Coordinate the development, review and implementation of Council wide strategies for community emergency management in conjunction with all areas of the organisation. This will cover areas of prevention, preparedness, response and recovery.
- Administer updates to the Community Emergency Response Plan, including coordination and follow up of information provided from other business units, and coordination of planning meetings with relevant stakeholders.
- Assist in the actions arising from the Western Adelaide Zone Emergency Management Committee (WAZEMC) and coordinate responses to actions arising from the Committee.
- Collaborate with other Council's to identify opportunities to improve Councils emergency management programs and resources.
- Coordinate the development, testing, training, and ongoing enhancement of Council's Business Continuity Plan.

General

- Assist in the timely reporting of Risk Management, Emergency Management, Insurance and Legal matters to the Council and/or its relevant Committee.
- Regularly attend industry body network meetings to monitor and implement industry best practice initiatives. Develop and maintain effective relationships with other business units, and relevant third parties to develop good working partnerships.
- Contribute as a team member in achieving business goals and provide backup support for other Governance and Risk team members.
- Undertake other duties or projects as assigned by the Team Leader Governance and Risk or Manager Governance and Risk.
- Prepare correspondence, presentations and other material as required.

- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day-to-day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Excellent interpersonal, oral and written communication skills, with an ability to build and sustain networks and establish positive working relationships with all levels of management and staff.
- Ability to lead and motivate others to increase teamwork and performance.
- Ability to exercise initiative and judgement often using conflict resolution skills to negotiate outcomes.
- Well developed research and problem solving skills.
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- Highly motivated, professional and self-disciplined (with ability to operate with general direction and supervision).
- Ability to effectively plan and manage own workload, set priorities and objectives and deliver on defined timeframes despite conflicting demands.
- Ability to take a proactive leadership role in the development and implementation of risk management strategies and desired outcomes.
- Possess a high level of personal integrity, positive attitude and strong work ethic, with proven ability to maintain privacy and confidentiality.
- Demonstrated understanding and enthusiasm for the direction of the City and Organisation.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management and intranet.

Knowledge

- Knowledge of risk management and internal audit techniques and strategies, including emergency management and business continuity as it applies to the Council.
- Working knowledge of the risk management standards.
- Familiarity with emergency management planning and application (prevention, preparedness, response and recovery).
- Knowledge of local government, its business systems and responsibilities to various stakeholders.
- Knowledge of insurance and public liability claims management practices is desirable.
- Knowledge of (or ability to quickly acquire knowledge of) relevant legislation, as well as policies and procedures of Council is desirable.

Experience

- Experience in providing a high level advisory service to management and staff.
- Experience in risk management, emergency management, internal audit, and business improvement is desirable.
- Experience in interpreting and applying legislation and statutory requirements.
- Demonstrated experience in working in a challenging and high pressure environment.
- Experience in delivering a high standard of customer service.
- Experience in working with a broad range of stakeholders and their various interests.
- Experience in facilitating training sessions is desirable.

Qualifications

- A tertiary qualification in Risk Management, Business Management, Public Administration or related field and/or commensurate demonstrated experience in lieu of formal qualifications

Desirable