

Position Title	Enterprise Risk Specialist
Department	People and Performance
Unit	Safety and Risk
Team	Safety and Risk
Supervises	Nil
Reports To	Manager Safety & Risk
Grade	J
Date Prepared	1/05/2018
Date Last Updated	28/10/2024

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The Enterprise Risk Specialist has the primary purpose of enhance and maintain the Enterprise Risk Management function for council at a strategic and operational level. This includes strategy, policy and systems development as well as advice and support to council functions to ensure the implementation of the Enterprise Risk Management Framework and programs.

More specifically the Enterprise Risk Specialist will be required to work with the Executive Leadership Team and Business Unit Managers to undertake risk assessments, review current practices and suggest controls to allow for better decision making across council to minimise risk and enhance community outcomes.


Accountabilities

- Develop and maintain the strategies, policies, procedures and programs in relation to enterprise risk management.
- Provide risk advice and support to ensure good decision making and business outcomes.
- Maintain the Enterprise Risk Framework and programs including profile reviews, risk reporting and advice.
- Support the Executive Leadership Team with the strategic and emerging risk registers.
- Conduct risk reporting in an appropriate way for different audiences.
- Provide advice, education and training to staff to build risk awareness within the organisation
- Assist to develop contemporary risk management processes which will drive and facilitate a risk management culture that is responsive to organisational and community needs.
- Build strong relationships within council teams and external stakeholders to ensure effective communication and implementation of initiatives.
- Assist with achieving the strategy objectives and strategy action plans.
- Assist with the coordination of the Business Continuity plans functions for council.
- Liaise with Council's broker to assist with risk advice.
- Any other duties as directed by your leader.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Builds a network of work contacts/relationships inside and outside the organisation • Approaches negotiations in the spirit of maintaining and strengthening relationships • Negotiates from an informed and credible position • Influences others with a fair and considered approach and sound arguments • Encourages others to share and debate ideas
Personal Character		
Lead Self	Advanced	<ul style="list-style-type: none"> • Demonstrates motivation to serve the community and organisation • Initiates team activity on organisation/unit projects, issues and opportunities • Seeks and accepts challenging assignments and other development opportunities • Seeks feedback broadly and asks others for • Translates negative feedback into an opportunity to improve
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an example for others to follow • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use

		<ul style="list-style-type: none"> Proactively addresses ethical and people issues before they magnify
Results		
Think and Solve Problems	Adept	<ul style="list-style-type: none"> Draws on numerous sources of information, including past experience, when facing new problems Demonstrates an understanding of how individual issues relate to larger systems Makes appropriate recommendations based on synthesis and analysis of complex numerical data and written reports Uses rigorous logic and a variety of problem solving methods to develop workable solutions Anticipates, identifies and addresses risks and issues with practical solutions Leads cross team/unit efforts to resolve common issues or barriers to effectiveness

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Relevant qualifications in Business, Risk Management or similar discipline or deemed appropriate equivalent experience
- Current C Class Drivers’ Licence

Essential Experience

- 5 years plus experience in Advisory or business partnering role.
- 5 years plus experience in risk management activities associated with complex organisations
- Experience in developing executive reports and KPI management .
- Experience in data interpretation and analytics.
- Demonstrated ability to manage multiple projects simultaneously. A high level of computer proficiency – with particular reference to management of databases, reporting and presentations.
- Demonstrated ability to communicate effectively with people from all levels of community, business and government.
- Ability to undertake strategic assessments with the executive leadership team in relation to emerging enterprise risks.
- Demonstrated experience to identify and research complex issues and propose solutions at a local level.
- Ability to contribute positively to team-based projects, either as a leader or team member.
- Ability to produce work of a high quality within established timeframes and with minimal supervision.
- Ability to create and deliver presentation to all levels of the organisation including the executive leadership team and Audit Risk and Improvement Committee.

Desirable Qualifications and or Experience

- Previous experience in facilitation and/or training.
- Diploma of Risk Management or WHS.
- Previous advisory experience in a complex organisation.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>