



POSITION DESCRIPTION

Position Title:	Risk Officer
Position no:	20170016
Department:	Executive Services
Main purpose of the role:	Manage the implementation of all aspects of Council's risk function, including implementation of processes and systems to identify, assess, measure, manage, monitor and report risks.
Reports to:	General Manager
Subordinate Staff:	Nil
Hours of work:	8.30am to 5.00pm based on a 9 day working fortnight
Salary Grade:	Grade 14
Last reviewed:	November 2017

RESPONSIBILITIES AND DUTIES

- Coordinate the development, review and implementation of Council's Risk Management Strategy and Processes.
- Assess and evaluate risks and develop and implement corrective actions to ensure continuous improvement in Council's Risk Management Strategy and Processes.
- Report risks in an appropriate way for different audiences, to ensure they are aware of risks and their accountability for these risks.
- Assess compliance with Council's Risk Management Strategy and Processes;
- Develop and maintain a risk register of Council's risks.
- Lead and encourage a culture of risk awareness across all aspects of Council's operations.
- Administration and renewal of Council's insurance portfolio.
- Participate in risk management initiatives identified by Council's insurers.

- Induct Council staff, contractors and other stakeholders into Council's work health safety systems and procedures.
- Induct Council staff, contractors and other stakeholders into the Centroc Work Health and Safety Induction Program.
- Attend meetings as required relevant to the position.
- Provide advice, reports and updates on risk management issues in relation to Council's internal audit function.
- Conduct periodic audits of Risk Management processes.
- Undertake investigations and prepare reports as required.
- Develop, implement and review Work Health and Safety Programs, Policies and Procedures and Risk Assessment to ensure continuous improvement and compliance with legislation.
- Act as secretary to Council's Health and Safety Committee as required
- Recommend, coordinate and provide risk-based training across the organisation.
- Organise and coordinate organise training in relation to traffic control and first aid.
- Undertake duties in a safe and orderly manner and advise supervisor of any potential hazards within Council's operation.
- Co-operate with all staff in a team environment.
- Undertake other duties as required.

SELECTION CRITERIA

- Relevant qualifications in work health and safety and/or risk management.
- Demonstrated experience in organisational risk management.
- Demonstrated ability to contribute and be an active member of a team in the planning, implementation and evaluation of projects.
- Demonstrated ability to work independently, to organise, set work priorities, meet deadlines and achieve work outcomes.
- Demonstrated ability to influence others to achieve organisational aims and objectives.
- Effective written and oral communication skills with experience relating to people at all levels
- Demonstrated ability to provide efficient and courteous customer service.
- Well developed computer skills with experience in Microsoft applications, the internet and databases.
- Hold a current SafeWork NSW recognised Construction Induction Card.
- Current drivers licence.