

Position Description

Position title:	Risk Business Partner
Work location:	City Administration Centre, 12 Stewart Avenue, Newcastle
Directorate:	Corporate Services
Reports to:	Enterprise Risk Manager
Direct reports:	1
Salary Point:	SP16
Decision making:	Level 6 Management Hierarchy
Date revised:	January 2023

Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Legal and Governance Service Unit is part of the Corporate Services Directorate and this role reports to the Enterprise Risk Manager.

What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of ***creating a liveable, sustainable, inclusive global city***. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

What is the focus of this position?

The Risk Business Partner will partner with stakeholders to design, implement, embed and manage CN's Enterprise Risk Management framework. This will include ensuring effective risk management controls and mechanisms are managed, maintained, and reviewed in order for CN to satisfy and enhance its risk management requirements.

A key challenge in this role is to provide quality specialist risk management advice to senior leaders, employees and relevant stakeholders on risk related issues.

What you will be doing:

- Design, develop, manage and coordinate CN's risk frameworks with the support of the Manager Enterprise Risk.
- Facilitate enterprise risk management, with a focus on strategic and operational risk management within CN to ensure appropriate business ownership of risk management with effective oversight by senior management.
- Provide timely, expert, authoritative and strategic advice and professional support to the Executive Director Corporate Services on appropriate courses of action to set the correct tone to enhance CN's risk culture.
- Build and maintain strong relationships with CN Leadership Team and Service Units to ensure the enterprise risk management framework and functions are fit for purpose and support decision making including the achievement of strategic goals.
- Continue to mature and embed the risk management framework underpinning CN's risk management and governance policies and practices including integrating contemporary approaches and best practice. This includes risk and control self-assessment, key risk indicator monitoring and reporting, risk treatment management and ensure that staff have the appropriate tools, templates, techniques and business partner support to implement effective risk management
- Contribute to the improvement of the effectiveness of risk activities by identifying gaps, and developing, establishing, and continuously improving frameworks and systems.
- Work collaboratively with the Governance Business Partner to take a lead role with the broader Legal Services and Governance in design and execution of Legal and Governance programs tailored to the respective Service Unit requirements.
- Partner with CN stakeholders to support ongoing risk management developments through the provision of data analysis, development of training plans, and risk communications.
- Build and facilitate an internal education program on CN's enterprise risk management framework.
- Any other accountabilities or duties as directed by the Manager which are within the employee's skill, competence, and training.

The essentials you'll need:

- Degree qualifications in Risk Management, Policy and or Governance, or related area and/or demonstrated knowledge and experience.
- Extensive experience partnering with Leaders to provide advice and coaching within a fast-paced environment.
- Demonstrated ability to critically analyse risk related issues and develop appropriate, balanced solutions.
- Technical expertise in developing risks tools and resources, managing risk software systems including liaising with risk software analysts to deliver business requirements.
- High level negotiation and conflict resolution skills, with the ability to maintain effective working relationships with internal and external stakeholders.
- Highly developed oral and written communication skills with strongly developed business writing skills and demonstrated ability to compile complex correspondence / reports.
- Highly organised, and the ability to respond quickly, and effectively to tight timeframes and high-pressure environments while taking on and implementing change.
- Strong customer service ethos and a demonstrated customer-centric approach to service provision.

Other valuable skills you may have:

- Understanding of risk management philosophies as they relate to a local government environment.
- Knowledge of electronic data management systems and other Microsoft systems.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	