**Position Description**

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| **Position title:** | **Risk Advisor** |
| **Work location:** | Newcastle, NSW |
| **Directorate:** | **Corporate Services** |
| **Reports to:** | Risk Business Partner |
| **Direct reports:** | Yes |
| **Salary Point:** | SP13 |
| **Decision making:** | Level 6 Management Hierarchy |
| **Date revised:** | March 2024 |

**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 Risk Business Partner.

**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 Advisor will be responsible for the day-to-day management of all aspects of CN's enterprise risk management framework including managing the enterprise risk management software, reporting and continuous improvement of the framework.

**What you will be doing:**

* Provide advice and assistance to the Risk Business Partner in developing and continually improving CN's Enterprise Risk Management Framework.
* Coordinate and manage CN's Enterprise Risk Management function, including the support and maintenance of risk management software applications.
* Support the Risk Business Partner to monitor and review CN's strategic, operational and emerging risks.
* Contribute to the review of CN's risk register, capture of controls and the implementation and monitoring of risk treatment plans.
* Support the planning and implementation of risk projects/programs and build effective relationships with stakeholders to support delivery.
* Assist to maintain CN’s Business Continuity  Management framework.
* Preparation and distribution of risk management reporting as required.
* Any other accountabilities or duties as directed by the Risk Business Partner which are within the employee’s skill, competence, and training.

**The essentials you’ll need:**

* Relevant tertiary qualifications in Risk Management or equivalent experience.
* Sound analytical, research and problem solving skills.
* Sound conflict resolution skills and demonstrated experience in dealing with risk management matters.
* Excellent oral, written communication and presentation skills and the ability to communicate with staff at all levels.
* Ability to maintain confidentiality in a highly sensitive environment.
* Strong customer service ethos and a demonstrated customer-centric approach to service provision.

**Other valuable skills you may have:**

* Experience working in a local government environment
* Understanding of risk management philosophies as they relate to a local government environment.

**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.*

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| **Employee Name:** |  |
| **Employee Signature:** |  |
| **Date:** |  |