

# Position Description



**Position Title:** Risk Officer

**Position Number:** CRMC01

**Purpose of Position** To co-ordinate, develop and manage Council's risk management initiatives and strategies across the organisation.

**Grade of Position:** **Band 5**  
Provides a specialised/technical service and completes work which has elements of complexity. May be responsible as a co-ordinator for the operation of a small section.

**Hours of Work:** 35 hours per week

**Department:** People & Culture

**Section:** Corporate

**Position Reports to:** Team Leader – Corporate Risk & Assurance

**Number Supervised:** Nil

**Approved by:** Director Corporate                      Date: February 2018

## CONTACTS

### Key Contacts Within Department

- P & C Team
- Managers
- Staff

### Key Contacts in Other Departments

- Directors
- Managers
- Staff

### Key Contacts Outside Council

- Legal Practitioners
- Medical Practitioners
- Professional Consultants / Contractors

**Budget Allocation:** TBA

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name: .....

Signature: .....

Date: .....

## GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
    - Maintain a high standard of housekeeping and a safe work area
    - Identify and report all Hazards for your area
    - Wear required Personal Protective Equipment (PPE)
    - Participate in the development and review of Risk Assessments
    - Adhere to control measures and safe systems of work
    - Report all Incidents and Near Misses
    - Meet reporting timeframes
    - Comply with the Return to Work Program
  
  - **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
    - Act to prevent workplace harassment, discrimination and bullying
    - Report known incidents of workplace harassment, discrimination and bullying
  
  - **Comply with Council's Code of Conduct and Corporate Values**
    - Comply with Council's Statement of Business Ethics
    - Behave ethically and transparently
    - Contribute towards the achievement of Council's strategic plans
    - Lead by example
    - Support sustainable programs and activities
    - Learn and comply with Council's strategies, policies and procedures
    - Act with care for the local environment and community
    - Take responsibility for your actions
    - Care for Council's people, assets and finances
    - Use and maintain Council's corporate systems
  
  - **Comply with Document Storage Legislation and Procedures**
    - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
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- **Perform as a Team Member**
    - Productively contribute to the outcomes of work teams
    - Work cooperatively with team members and supervisor
    - Maintain an attendance record that contributes positively to team productivity
    - Carry out allocated tasks to standards required
    - Use good judgement and problem solving skills
    - Obey all lawful instructions
    - Attend and positively contribute to team meetings
    - Work cooperatively to achieve Work Plan timeframes and measures
    - Regularly review with supervisor own performance against required outcomes
    - Complete an annual performance assessment and Work Plan
  
  - **Complete required learning and development programs**
    - Learn and share knowledge
    - Complete induction/re-induction program
    - Complete job-specific training programs
    - Complete relevant legislative-based training
    - Apply learning, knowledge and skills to enhance team performance
  
  - **Comply with Council's Customer Service Policy and Standards**
    - Be accessible and provide customers with clear and accurate information
    - Deliver timely, punctual and reliable service to customers
    - Communicate with customers in a professional and courteous manner
    - Maintain a good flow of communication with customers
    - Manage customer enquiries, records and complaints
    - Complete all paperwork and on-line recording within required time limits
    - Maintain a high standard of personal grooming and hygiene
  
  - **Maintain Workplace Security**
    - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash



## ESSENTIAL CRITERIA

- Relevant tertiary qualifications in the area of Risk Management, Insurance or Business or demonstrated equivalent qualifications and / or experience.
- Demonstrated experience in risk management practices in a large and diverse organisation
- Demonstrated experience in the development, review and implementation of Risk Management policies, strategies, systems and procedures
- Demonstrated experience and knowledge of public liability, workers compensation, Return to Work and insurance
- Demonstrated knowledge and understanding of relevant legislation, regulations, Codes of Practice and Australian Standards including, but not limited to; Risk, Workers Compensation, Civil Liability
- Demonstrated superior written and verbal communication in the areas of report writing, presenting, facilitation and negotiation with internal and external customers
- Demonstrated ability to operate as a member of a team which has diverse and demanding responsibilities
- Demonstrated experience in a role with staff supervision requirements
- Demonstrated knowledge and experience in the use of word processing packages, database, spreadsheet and e-mail applications
- Knowledge of and commitment to Work Health & Safety and Equal Employment Opportunity Principles
- Current Class C Driver's Licence.



## OPERATIONAL OUTPUTS

The Risk Officer will contribute to the management of Council's risk portfolio by providing expertise and systems that facilitate the identification and control of risk.

Key outputs of the position include;

- Management of Council's Enterprise Risk Management system.
- Identify and develop strategies, policies and procedures related to risk management.
- Analyse and provide strategies to minimise Council's risk exposure and provide advice regarding appropriate controls.
- Provide relevant data related to risk management and public liability that enables Council to make informed decisions regarding insurance and develop strategies to manage councils risk exposure.
- Investigate & resolve Public Liability incidents with reference to Councils policy and procedures and identify public liability hazards/situations and instigate actions to minimise Council exposure.
- Assist in the management of Councils Insurance portfolio, including Return to Work and Public Liability.
- Providing internal advice and consultancy to staff and management.
- Other duties as required by the Team Leader Corporate Risk & Assurance.