



SOUTH GIPPSLAND SHIRE COUNCIL

POSITION DESCRIPTION

POSITION: Risk Coordinator

DIRECTORATE: Community and Corporate Services

CLASSIFICATION: Band 7

EMPLOYMENT STATUS: Ongoing Full time

CURRENT OCCUPANT: Vacant

DATE: November 2015

ORGANISATION OVERVIEWS

South Gippsland is a place like no other. We have a diverse community and economy set in a magnificent natural environment. We serve our people with genuine well-meaning and strive always to deliver the best outcomes we can.

We are passionate about building and sustaining a great workplace, principled leadership, and providing great opportunities. Our values are present in what we do and how we do it. With a renewed focus on innovation and collaboration, valuing difference and a belief that teams can achieve amazing things, there is a lot to look forward to.

We want to genuinely make a difference to the lives of all those who touch our community, and be part of creating 'a great place for us'.

The preferred future for Baw Baw Shire is 'Happy, healthy people sharing prosperity and knowledge from living sustainably and in harmony with our rural identity, thriving villages, productive and inspiring landscapes.'

DEPARTMENT/TEAM

Baw Baw and South Gippsland Shire Councils have entered into a Memorandum of Understanding regarding collaborative services.

The position reports to the Risk and Procurement Coordinator at the South Gippsland Shire Council and the position's occupant will be an employee of South Gippsland Shire Council. The position also has a dotted line report to the Manager Council Business at Baw Baw Shire Council, and works collaboratively with both.



The South Gippsland team includes a Risk Officer, Procurement Officer, and is part of the Finance, Risk and Procurement team in the Corporate and Community Services Directorate.

The Baw Baw team includes an OHS and Risk Advisor, who work in the Council Business team as part of the Corporate Community Services Directorate.

This role will require the incumbent to work either at the Leongatha Office of South Gippsland Shire or at the Drouin or Warragul Offices of Baw Baw Shire depending on operational requirements.

ORGANISATIONAL RELATIONSHIPS:

Reports to:

- Risk and Procurement Coordinator (South Gippsland)

Direct Reports:

- Nil

Key Internal Relationships:

- Risk and Procurement Coordinator (South Gippsland); Manager Council Business (Baw Baw)
- Directors and managers of both Councils
- Audit committees and staff risk committees of both Councils
- The role works between the Shire Councils and provides support for Risk Officer / OHS and Risk Advisor at both Councils

Key External Relationships:

- Advisors and risk management consultants
- Government departments
- Insurance brokers, insurance companies, solicitors, claimants
- Training and consultant entities
- Peers from other organisations

This diagram outlines the key internal reporting and operational relationships.

South Gippsland Shire Council

Baw Baw Shire Council





1. POSITION PURPOSE

The role operates between each Council, providing support and guidance to the Risk Officer (SGSC) and OHS and Risk Advisor (Baw Baw), identifying opportunities to address risks to Council, public and property, and developing an appropriate risk framework and supporting program. This includes the development and implementation of strategies, policies, systems and procedures. The position will also liaise with external experts to ensure appropriate internal development is maximised.

2. KEY RESPONSIBILITIES

- Develop, implement and maintain an integrated Enterprise Risk Management framework and an associated business plan / strategy, focussed on reducing council, public and property risks.
- Develop, implement and maintain consistent operational and strategic risk management policies and supporting procedures across all activities.
- With Managers, establish and promote an effective risk management culture across both organisations.
- Investigate and evaluate more complex strategic risks, incidents, accidents and claims and recommend actions to address any trends and associated issues as required.
- Develop and maintain comprehensive reports and data for senior management risk committees, which highlight trends and current issues in risk management and recommend actions to ensure successful outcomes.
- Develop and maintain reports for the Councils, Audit Committees and Risk Committees that include the corporate risk profiles and Councils performance in corporate risk management targets.
- Develop, implement and maintain a risk management review program that samples the controls implemented within business units to assess if they have been embedded into a process and are effective.
- Develop and ensure the maintenance of corporate risk registers and monitor and report on the risk profile for both organisations.
- Provide support and expertise to assist managers with responsibility for completing risk assessments and treatment plans for their business operations.
- Organise risk management training.
- Provide advice and support in insurance and business continuity matters as required and agreed.



- Develop, maintain test and support an integrated BCP for each organisation, providing advice and consultancy as required during any business continuity event.

3. ACCOUNTABILITY AND EXTENT OF AUTHORITY

The incumbent has the authority to:

- Work directly across the organisations to implement projects, which include effective and efficient budget management.
- Develop standards, methods, procedures and processes that will lead to the effective risk management program.
- Be accountable for the quality of advice provided and quality of work undertaken.
- Accountable to act in accordance with the Councils values, policies and procedures. Where you do not know, you are obligated to find out.
- Accountable to complete the requirements of the role, work as a valued member of the team, and do your best for the community and the Councils.
- Demonstrated commitment to support and embrace a continuous improvement environment and culture.
- Accountable to demonstrate and encourage appropriate safety practices, report inappropriate behaviours and incidents, participate in training provided, improve work practices to reduce risk.
- Organise contractors/consultants and purchase appropriate materials in accordance with agreed budgets, policies and endorsed business cases.
- Ensure Human Rights, positive workplace behaviours, customer service and Equal Opportunity issues are reflected in daily practice and in the development of any policies or procedures in the areas they influence.

4. JUDGEMENT AND DECISION MAKING SKILLS

Judgement and decision skills required for this position will include:

- Analyse and interpret a wide range of information, draw sound conclusions and develop recommendations for managers.
- Interpret issues in regard to legislation that may impact on the management of risks.
- Develop policies, systems and practices and identify areas that require policy development.
- Use discretion to prioritise and plan work outputs in accordance with related work or project plan.



5. SPECIALIST SKILLS AND KNOWLEDGE

The skills and knowledge required to perform the duties of the position include:

- Sound knowledge of relevant legislation, reporting requirements, principles and practices in Risk Management.
- Demonstrated specialist knowledge and understanding of the Australian standard for risk management - AS/NZS/ISO/31000 2009 Risk Management Principles and Guidelines.
- Analyse complex multi-disciplinary problems and research available options.
- A good working knowledge in the use of spreadsheets, data base and word processing software.
- Highly developed report writing and research skills.
- Demonstrated skills in project management.
- Taking a proactive approach to continually improving skills and abilities.
- A proven understanding of Local Government and its context within the broader political environment in which a Council is required to operate

6. MANAGEMENT SKILLS

The required management skills include:

- Work collaboratively to ensure the needs of the role are being fulfilled to the satisfaction of both Managers.
- Provide support, influence, guidance and direction to each Officer working in Risk/OH&S/Return to Work.
- Managing time, setting priorities, planning and organising one's own work so as to achieve specific objectives in the most efficient way possible, within the resources available despite conflicting pressures.
- Adapt to new practices, political landscapes and work practices quickly and efficiently.
- Manage projects from conception through to implementation.



7. INTERPERSONAL SKILLS

Interpersonal skills include:

- High level of oral and written communication skills
- Liaise with other counterparts in other organisations in specialist matters.
- Persuade, convince or negotiate with others to achieve common objectives.
- Contribute positively to team discussions.

8. SELECTION CRITERIA - QUALIFICATIONS AND EXPERIENCE

The position incumbent is selected on the basis of:

- Tertiary qualification in risk management or a related discipline or willingness to progress towards a formal qualification highly desirable.
- Experience working within a risk management environment - the equivalent of 5 years experience in a similar or related position.
- As the position requires travel, a current Victorian driver's licence is required.
- Experience in a Local Government environment. Work in other industries viewed favourably.
- Sound written & verbal communication skills – being able to write clear reports and briefs, and present to Council level.
- Confidence in communicating at all levels with internal and external stakeholders.
- Proven capacity to get the best out of people to achieve desired results.
- Appropriate organisational fit.

9. PRE EMPLOYMENT CHECKS

- Applicants may be required to complete a police check and medical.
- Applicants may be required to undergo an Integrity and Psychometric assessment if progressing to the next selection stage.

**Acceptance of the Position – Successful Candidate to Complete****Agreement:**

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general Terms and Conditions of Employment and I agree to the terms and conditions.

Name (Please print):

Signature:

Date:

FINAL