



Position Description – Risk Manager

This position reports to: Head of Legal & Risk

Career Level: 17

Position purpose:

As a member of the Legal & Risk Team, the Risk Manager will be responsible and accountable for putting in place the frameworks and tools that set the expectations around risk management at Council including:

- Identifying, assessing, and mitigating risks that may affect Council's operations, reputation, and financial performance.
- Leading and managing the ongoing integration of the Council's risk framework, policies, plans and systems.
- Building risk awareness amongst staff by providing support and training within Council.

The key areas of responsibility include:

Strategy & Frameworks	<ul style="list-style-type: none"> • Develop and embed risk management and assurance frameworks, processes and tools within Council to ensure there is an effective system of internal control and compliant with International and NZ Standards and are deemed fit for purpose for Council. • Review and update or amend frameworks and tools to ensure they align with best practice and the operating model and strategy of Council. • Work with the Head of Legal & Risk and Head of Finance to support the work of and relationship with our external auditor. • Assist in preparing reporting.
Risk Analysis	<ul style="list-style-type: none"> • Facilitate the identification, analysis and monitoring of organisation level risks, and co-ordinate reporting on these and emerging risks to the Executive Leadership Team, and Audit & Risk Committee. • Use risk analysis to confirm the Organisation's risk appetite and ensure this is reflected in the Council's policies and guidance and risk mitigation plans. • Ensure corporate planning and reporting tools support risk identification. • Produce reports and performance indicators for use internally and externally, including reporting to Council. • In conjunction with the business, develop key performance indicators for risk management.
Assurance Services	<ul style="list-style-type: none"> • Develop and maintain a map of Council assurance activity and ensure appropriate monitoring and reporting on overall assurance activity. • Assist in commissioning and/or undertaking assurance work as per an agreed Assurance plan.
Advice, Support & Capability Development	<ul style="list-style-type: none"> • Provide expert advice to the organisation on risk management practices and assurance arrangements. • Develop training for Council managers and senior leaders on risk and assurance responsibilities. • Build capability across Council that supports effective risk management practices and assurance arrangements.
Continuous Improvement	<ul style="list-style-type: none"> • Foster a culture within Council that will allow the Risk Manager to become a trusted advisor that supports the organisation in achieving and delivering on its strategic priorities. • Identify and champion improvements to risk and assurance processes and systems.

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	<ul style="list-style-type: none">• Develop and conduct evaluations of the risk and assurance policies, frameworks, processes and tools to ensure effectiveness and efficiency.
Build effective working relationships with all relevant key stakeholders	<ul style="list-style-type: none">• Identify, plan and manage key relationships to support operational delivery, within agreed timeframes.• Consult and work proactively with stakeholders.• Educate and influence change behaviour.• Develop and maintain an extensive network of contacts and partnerships with key stakeholders, service providers and community groups.• Actively and positively participate as a member of the Legal & Risk team.

Direct reports: Nil

Indirect reports: Nil

Deliverables

Big Picture	<ul style="list-style-type: none">• Have awareness of strategies, contribute to plans and KPIs for self, team and other teams as required.• Stay up to date with legislation and practices as appropriate to role.• Understand the intent/ethos of local government and the services provided by other parts of the Council.• Stay informed of organisational activities and decisions through being attentive to communications.• Show understanding and commitment to Te Tiriti o Waitangi (The Treaty of Waitangi) principles, know how these Principles are relevant to your work
Performance	<ul style="list-style-type: none">• Achieve performance goals and expectations and follow leadership instruction on time and to a high standard consistently.• Report on progress to plan, and against own KPIs• Take an active role in own goal setting, learning and development.• Correctly and appropriately use technology as required for role, including new technologies.• Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.• Comply with all legislation and Council policies.• Contribute to the sustainability efforts and financial position of the Council through the responsible use of resources and equipment.• Set a positive example for punctuality, attendance and work ethic
People & Culture	<ul style="list-style-type: none">• Act in ways that align with and promote Council values.• Be a positive and constructive team member.• Collaborate on cross team/discipline projects and teams as required.• Constructively and successfully adapt to changes.• Take positive actions to keep self and others physically and psychologically safe and well.• Attend, be prepared for and engage constructively in all meetings.• Deliver exceptional customer service consistently (make every interaction count)• Build effective, sustainable relationships at all levels.• Have consistently positive interactions externally and with Community Boards and Elected Members (as required for role)
Requirements for all staff	<ul style="list-style-type: none">• Selwyn District Council honours Te Tiriti o Waitangi. We are committed to working with our Treaty partner to deliver on our obligations under Te Tiriti o Waitangi.• Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported using Vault.• Actively participate in Performance Appraisals and complete a learning plan in conjunction with your manager.• Maintain a strict sense of professional ethics, maintaining confidentiality and privacy as per the Privacy Act and abiding by Council Policies.

- Be responsible for meeting the provisions of the Public Records Act 2005 (PRA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA) in respect of Council information, and for following related Selwyn District Council policies and processes.

Emergency Management requirements for all Council Staff

- Selwyn District Council has a legislative responsibility to respond to an adverse event occurring within our communities. As such, any staff member may be required to assist the Emergency Management Team respond to such an event. Family circumstances and BAU roles will be taken into account.
Required assistance may include:
- Coordination of emergency services and lifeline providers within the community during a civil defence emergency or adverse event.
- Respond to civil defence emergencies or adverse events wherever possible and if it is safe to do so.
- Participate in any required Civil Defence exercises to ensure that essential services are maintained.

Authorities

- Comply with all other relevant sections of the Delegations and Policies manuals and their amendments.

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Working knowledge of ISO 31000 or other risk related management framework. • Previous experience in assurance, audit management or risk management at a senior level including the effective management of resources and an interest in training and education of risk and assurance staff. • Excellent relationship management skills – able to establish, build and maintain effective working relationships at all levels of an organisation, as well as with key stakeholders. • Demonstrated skills and experience in the promotion and education of risk and internal control management practices at all levels of an organisation and the ability to assess risks associated with assurance related assignments. • Demonstrated experience in advising and supporting people at all levels of large organisations. • Demonstrated experience in driving changes needed to create new organisational culture. • Strong problem resolution and decision-making skills – able to clearly identify problems, seek alternative solutions, identify risks and benefits, seek input from others and make sound decisions based on these considerations. • Analytical mind with problem-solving aptitude. • Excellent communication and presentation skills and able to adapt these to suit the needs of the audience, able to influence others to accept ideas/strategies. 	<ul style="list-style-type: none"> • Experience working in a local/central government environment. • Familiarity with industry compliance standards and regulations.

Key relationships



Te Taumutu Rūnanga	Chief Executive	Committees of Council
Te Ngāi Tūāhuriri Rūnanga	Executive Leadership Team	Business organisations and networks
Council customers	Council staff	Special interest groups and committees
Selwyn residents	Mayor	
External contractors	Elected Councillors	
Territorial and Regional Authorities	Elected Community Board Members	
Government Agencies (incl MfE, MBIE, Work safe NZ, Ministry of Justice, Police, ACC)		
Greater Christchurch Partnership		
Non-government agencies		
Unions – Public Service Association		

Individual Contributor Competencies



Eats problems for breakfast. When faced with a new situation or setback, uses initiative and takes appropriate action.



Does Change Well. Is open-minded about change and prepared to adapt. Moves forward positively and constructively.



Builds Togetherness. Is equally open and friendly with all people, and respectful of individual differences. Works effectively in teams.



Rocks the messaging. Keeps those who need to know 'in the know'. Communicates clearly and appropriately.



Tackles the tough stuff. Prepared to constructively share an opinion and get involved in conversations on challenging matters. Takes ownership of mistakes.



Delivers the goods. Reliable, conscientious, disciplined and organised. Delivers to a manageable high standard consistently.



Brings out the best. Enjoys learning and improving their skills to be the best they can be. Embraces opportunities to identify and address development needs. Recognises and celebrates the achievements of others.



Sets the tone. Can keep functioning and stay calm when under pressure. Is a positive influence in the team.

Education, Qualifications, Memberships

Essential

A tertiary qualification or certification in Risk Management or similar or proven experience in a similar role.

Desirable

A member of a relevant professional body is desirable.

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The information contained in this position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment.