

Position Description

Position Title:	Risk and Audit Specialist
Reports To:	Manager – Risk and Continuous Improvement
Responsible For:	N/A
Group and Team:	Finance and Assurance – Risk and Continuous Improvement
Children's Worker:	No
Delegations and Budget Responsibilities:	As per Delegations Register

Purpose

To implement and maintain the Councils Risk Management Framework (RMF). Play a key role in implementation and application of the Council's Risk Management Framework and Risk Appetite across the organisation. Support day-to-day risk management activities, understand and analyse risks to enable reporting on key themes and provide a view on the effectiveness of controls and mitigation implemented.

Key Relationships

External to Council

- Clients/public.
- Community groups and organisations.
- Other local and regional authorities.
- Outside agencies including Government departments.
- Professional organisations.

Within Council

- Other team members in your Department/Group.
- Other Invercargill City Council employees.
- Elected Representatives.
- Executive Leadership Team.

Our Compass Values and Behaviours

Responsibility

Take ownership of decisions and outcomes, both collectively and individually.

- We willingly share our knowledge.
- We acknowledge our mistakes, work to resolve them and learn from them.
- We give and receive feedback in a constructive manner to resolve issues.
- We do our job with total commitment.

Respect

Everyone is important, as are their views.

- We support and care for each other.
- We stop to listen, learn and understand.
- We communicate in an honest, up-front, and considerate manner.
- We maintain confidences and avoid hurtful gossip.

Above and Beyond

Take opportunities to go the extra mile.

- We take the initiative to improve our work practices to get the best result.
- We challenge ourselves and each other to make it better.
- We take pride in providing the best possible outcomes.
- We are ambassadors for our Council at all times.

Positivity

Always look on the bright side of life.

- We are approachable, interested and friendly.
- We are open and receptive to change.
- We acknowledge and praise the efforts of others.
- We work together as a team to get the job done.

What You Will Do *(provided as a guide only)*

Risk Management

- Work on ensuring the Council's priorities, desired outcomes, scope, and appetite for risk is reflected in risk management advice and guidance, and new policy directions, plans and programmes.
- Advise and work proactively with senior leaders, their direct reports/teams and wider Council to improve risk management practice, implement risk management policy, and embed risk management into business as usual.
- Take a lead in maintaining and challenging team, group and ELT Risk Registers, and support in providing advice to the ELT, and Risk, and Assurance Committee around major risks. Including application of subject matter expertise and knowledge of relevant risk management policy, standards, and regulatory requirements along with global, national and regional emerging risk landscape awareness from research.
- Contribute to the development and review of risk content within key strategic/operational documents and plans to ensure risks and treatments are clearly articulated, consistent with policy, and meet regulatory and operational requirements (as required).
- Contribute to operational processes including identifying areas requiring support with risk identification/management and audit review.
- Deliver high quality risk management training in a variety of settings including 1:1, group workshops and presentations.
- Produce reports and performance indicators for use internally, including reporting for the Risk and Assurance Committee.
- Develop key performance indicators for risk management.
- Support the maintenance and review of live risk registers.
- Support the articulation and escalation of any new, emerging, or significant risks to the appropriate level of management.

Audits

- Undertake audits in accordance with the Internal Audit Programme.
- Write reports that include findings and recommendations that clearly identify the matters to be addressed in a non-confrontational style.
- Ensure reports are peer reviewed before they are finalised.
- Provide accurate and timely audit reports to the appropriate managers.
- Use audits to establish if there are deficiencies in the organisation procedures and processes and develop recommendations to rectify these.
- Review audit findings and develop action plans in conjunction with the relevant team members.
- Provide support to external audit bodies.

Culture Development

- Partner with management and employees to identify and understand risk management training needs across the Council.
- Promote risk awareness and proactively demonstrate visible commitment to risk management to achieve positive outcomes.
- Develop manager's knowledge and strategies so they are capable of promoting risk management within their teams.

Monitoring, Reporting and Assurance

- Monitor, manage, investigate and report incidents in accordance with Council's RMF.
- Oversee the identification and mitigation of risks and investigation of incidents; monitor the implementation of actions arising from investigations to ensure completion within agreed timeframes.
- Review RMF performance including significant incident investigations and near misses, and review corrective actions.
- Review all external/internal audit results; and work to develop and implement a corrective action plan as required.
- Recommend and lead improvements in incident investigation processes.
- Conduct audits with the aim of improving and imbedding risk management across ICC.
- Report regularly to Council and Committees on the effectiveness of the RMF.

Note: Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.

What You Will Bring

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Education and Qualifications

Essential:

A tertiary qualification at a minimum level 6 competency or relevant experience in the field of risk management, auditing or a related discipline
Current Full Class 1 New Zealand Drivers Licence

Knowledge, Skills and Experience

Essential:

6-8 years' proven experience in enterprise and operational risk management and audit
Be objective, fair, confident and assertive when necessary
Effective engagement and relationship management skills in partnering with the organisation and stakeholders at all levels
Excellent communication skills – both written and verbal, to ensure reporting, instructions and requests are clear and concise
Ability to adapt your communications style in order to manage relationships across a range of stakeholders including, customers, contractors, team members and management
Advanced working knowledge of MS Office applications i.e. Word, Outlook, Excel
Proactively network and maintain professional contact with staff
Proven ability communicate and build successful relationships at all levels of the organisation
Strong computer skills with the ability to learn new analytical tools quickly
A customer centric, solutions-focused mind-set
Ability to work under pressure and prioritise tasks and workload
Ability to be innovative, forward thinking and confident in the decision making process

Desirable:

Previous experience and/or sound understanding of the Local Government sector
Experience in the design, preparation and delivery of facilitated workshops and training
Open and willing to learn new technology

Agreement

Employee

Name

Sign

Date

Manager

Name

Sign

Date

Note: From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

What We All Do

Customer Commitment

Treat customers with respect – taking the time to listen, learn and understand.
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.
Acknowledge problems and complaints, identifying and promptly acting on solutions.

Continuous Improvement

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

Health, Safety and Well-being

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.
Adhere to Health, Safety and Well-being policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

Civil Defence Emergency Management

Assist Council in preparing for and responding to an emergency.
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.

Other Duties

Undertake duties from time to time that may be in addition to those outlined but which fall within your capabilities and experience.