

POSITION DESCRIPTION

POSITION TITLE:	Risk Management Lead
DIVISION:	Organisational Performance
DEPARTMENT:	Governance & Property
SECTION:	Risk Management
CLASSIFICATION:	8

POSITION OBJECTIVES:

- Leads a team to support and build risk management capability across the organisation.
- Responsible for the delivery of the Enterprise Risk Management Framework and related programs, including oversight of the insurance portfolio and business continuity planning. Provides expert advice and guidance to ensure effective risk management practices are embedded throughout the organisation.

KEY OBJECTIVES:

1. Risk Management
 - Develop, implement, and maintain the Enterprise Risk Management Framework.
 - Build and enhance risk management capability within the team and across the organisation.
 - Provide expert advice on risk identification, assessment, and mitigation strategies.
 - Monitor compliance with relevant risk management policies and procedures.
 - Foster a culture of proactive risk management.
 - Support the organisation in meeting legislative and regulatory requirements related to risk.
 - Prepare and present risk reports to senior management.
 - Continuously improve risk management processes and tools.
2. Insurance
 - Oversee the organisation's insurance portfolio and ensure adequate coverage.
 - Coordinate the annual renewal of Council's insurance portfolio, analysing policy and relevant limits in line with risk profile and return of investment.
 - Coordinate response to insurance claims, directing claim management strategy where appropriate
 - Liaise with Council's insurance broker, appointed legal representatives and claims handler to achieve positive outcomes for the organisation
 - Advise management of changes in practice or increased risk profile as a result of claims outcomes
3. Business Continuity
 - Lead business continuity planning and ensure readiness for disruptions.
 - Facilitate regular activations of business continuity plan to embed resilience in the organisation.

KEY RESPONSIBILITIES AND DUTIES:

- Lead the development and implementation of risk management policies and procedures.
- Manage the insurance portfolio, including renewals and claims.
- Coordinate business continuity planning and testing.
- Provide supportive leadership to team and actively develop talent
- Provide training and support to staff on risk management practices.
- Monitor and review risk controls and mitigation strategies.
- Liaise with external stakeholders, including insurers and auditors.
- Maintain accurate risk registers and documentation.
- Ensure timely reporting of risk issues to management.

ORGANISATIONAL RELATIONSHIPS:

Reports to:	Manager Governance and Property
Supervises:	Risk Management Officer Risk Advisor
Internal Contacts:	ELT Audit and Risk Committee Senior Leadership Team
External Contacts:	Insurance Broker Lawyers Claims Handler

ORGANISATIONAL CONTEXT

VISION

Hume City Council will be recognised as a leader in achieving social, environmental and economic outcomes with a common goal of connecting our proud community and celebrating the diversity of Hume.

MISSION

To enhance the social, economic and environmental prosperity of our community through vision, leadership, excellence and inclusion.

OUR VALUES

At Hume City Council, our Values underpin everything that we do.



We're better, every day

We give things a go and value progress over perfection. We have permission to go for it and are expected to reflect and learn.



We're in it together

At Hume, everyone matters. We welcome and include all. Respect and safety are expected.



We show up

We empower and trust others and own our work. We rise to the challenges and are expected to do what we say we will.



All for Hume

We strive to achieve our best for the Hume Community. We are proud and passionate about working towards better outcomes and expect that they are at the centre of everything we do.

WORK HEALTH & SAFETY (WHS)

Employees are required to participate in the WHS process by:

- Following established safe working instructions, procedures and policies.
- Taking reasonable care for their own Work Health and Safety and that of others.
- Seeking assistance when unsure of practices, procedures and policies to perform a task.
- Reporting all incidents, injuries, near misses, damage to property and hazards as soon as practicable to their supervisor and the WHS Team.
- Actively participating and contributing to inspections, audits, team meetings and training.
- Ensure that relevant WHS legislation is complied with.

Managers, Coordinators, Team Leaders and Supervisors are required to participate in the WHS process by:

- Assist with the implementation of WHS policies, procedures, guidelines, work instructions and Control Plans.
- Consult with employees on WHS issues and support Health & Safety Representatives in their duties and/or requests.
- Discuss WHS issues as a part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS Team, manager(s), Health & Safety Representatives and/or employees.
- Ensure appropriate training and instruction is given to personnel allowing them to complete jobs safely and without risks to health and safety.
- Take appropriate action to alleviate any hazards, unsafe acts or omissions that are observed or brought to their attention and provide appropriate feedback and support.
- Conduct effective induction of all employees, followed by ongoing training to develop and maintain a high level of WHS awareness.
- Assist with the implementation of Return to Work Plans.
- Ensure that relevant WHS legislation is complied with.

RISK MANAGEMENT

Contribute to a positive risk management culture by complying with the *Risk Management Policy*, assisting with the implementation of the Risk Management Strategy and reporting risk management concerns and improvements to their supervisors and/or managers.

Manage risks in area of responsibility by complying with the WHS Policy and Processes and implementing appropriate risk management strategies.

Demonstrate Council's commitment to implementing best practice risk management processes.

STATEMENT OF COMMITMENT TO CHILD SAFE STANDARDS

Hume City Council is a child safe organisation with zero tolerance for child abuse. Council adheres to the Victorian Child Safe Standards and related legislation and Council acknowledges the cultural safety, participation and empowerment of all children, especially children from Aboriginal and Torres Strait Islander, or culturally and/or linguistically diverse backgrounds and those with a disability. As such, all staff must ensure that their behaviours and actions are consistent with these standards.

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SERVICE PLANNING & CONTINUOUS IMPROVEMENT

It is a requirement of the Service Performance Principles of the *Local Government Act 2020* for Councils to continuously improve service delivery and service performance. Managers and Coordinators are responsible for undertaking service planning and continuous improvement in their area/s of responsibility and ensuring implementation of service plan actions in accordance with Council's Service Planning Framework.

ASSET MANAGEMENT

Staff are responsible for undertaking Asset Management functions in accordance with Council's Asset Management Policy to ensure Council assets continue to be appropriately managed and maintained.

ENVIRONMENTAL SUSTAINABILITY

Hume City Council has a strong and enduring commitment to environmental sustainability and prides itself on its leadership on a range of environmental issues. Council's Waste & Sustainable team and Climate Action Integration team lead Council activities in this area, however all Council departments have a direct responsibility for implementing environmental sustainability actions across all Council operations and services to the community.

Council's *Live Green Work Green* employee behaviour change program encourages staff participation in reducing the environmental impact of Council operations. Staff are encouraged to join the environmental leadership team, the *Green Team*, which guides action in this area.

HUMAN RIGHTS APPLICATION

As a public authority Council is legislated to act in ways that are compatible with human rights. The Charter of Human Rights and Responsibilities Act 2006 (Vic) provides a framework to guide decision making, to manage risks and to ensure the business of government is carried out in a balanced, transparent, and accountable way. As an employee of a public authority consideration of the human rights of all who Council aims to serve facilitates the improved provision of services, policies and strategies.

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POLICE CHECK: The incumbent must have and maintain a current Police Check	
WORKING WITH CHILDREN CHECK: The incumbent must have and maintain a current Working with Children Check	☐ YES ☒ NO
PRE-EMPLOYMENT MEDICAL CHECK - The incumbent must undergo a Pre-Employment Medical Check (including fitness for work and functional capacity assessments, muscular-skeletal screening and drug & alcohol test. May also include cognitive assessment.) - The incumbent must undergo a Pre-Employment Audio Test	☐ YES ☒ NO ☐ YES ☒ NO
OTHER DUTIES Responsibilities and duties included in this position description are subject to the <i>Multi-skilling</i> provisions of the <i>Hume City Council Enterprise Agreement</i> as varied from time to time.	

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

The incumbent is responsible and accountable for:

- Accountable for strategic oversight, development, and continuous enhancement of the Enterprise Risk Management Framework.
- Authority to make recommendations on risk mitigation and insurance matters.
- Responsible for ensuring compliance with risk management policies.
- Accountable for the accuracy and integrity of risk registers and reports.
- Authority to lead and direct the risk management team.
- Responsible for maintaining confidentiality of sensitive risk information.
- Accountable for the coordination of business continuity activities.
- Authority to engage with external providers as required.
- Responsible for ensuring timely escalation of significant risks.
- Accountable for the continuous improvement of risk management practices.
- The incumbent has wide freedom to act within established policies and may have a substantial effect on the organisation's risk profile and public perception
- Drives risk culture and capability across the organisation
- Provides authoritative advice to key stakeholders on risk exposure and mitigation strategies

JUDGEMENT AND DECISION MAKING:

The incumbent is accountable for:

- Makes decisions on the implementation of risk management strategies.
- Determines appropriate insurance coverage and manages claims processes.
- Decides on the allocation of resources within the risk management team.
- Recommends actions to address identified risks.
- Approves risk management training and development activities.
- Determine priorities for business continuity planning.
- Makes recommendations to senior management on risk issues.
- Decides on the escalation of significant risks.
- Approves updates to risk registers and documentation.
- Makes high impact operational decisions in complex and ambiguous environments
- The role involves both problem solving and policy development, requiring identification and analysis of a range of options for risk management and business continuity

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- Influences organisational strategy through risk insights and analysis
- Determines organisational risk appetite in consultation with senior leadership

SPECIALIST KNOWLEDGE AND SKILLS:

The following knowledge and skills are required to be utilised:

- In-depth understanding of risk management frameworks and methodologies.
- Strong knowledge of insurance principles and portfolio management.
- Expertise in business continuity planning and crisis management.
- Ability to analyse and assess organisational risks.
- Proficiency in developing and implementing risk policies and procedures.
- Strong report writing and presentation skills.
- Knowledge of relevant legislation and regulatory requirements.
- Competence in using risk management software and tools.
- Ability to interpret and apply risk data.
- Recognised as a subject matter expert providing strategic risk leadership across the organisation
- Leads the design and evolution of risk frameworks aligned to organisational strategy
- Understanding of audit and compliance processes.
- An understanding of the legal, socio-economic, and political context in which the organisation operates, as well as sound knowledge of budgeting and financial procedures, is required

MANAGEMENT SKILLS:

The following management skills are required to be utilised:

- Ability to lead and develop a small team.
- Strong organisational and planning skills.
- Capacity to manage multiple priorities and deadlines.
- Effective delegation and supervision of tasks.
- Skills in performance management and staff development.
- Ability to foster a collaborative team environment.
- Experience in managing projects and change initiatives.
- Competence in resource allocation and budgeting.
- Ability to drive continuous improvement.
- Strong decision-making and problem-solving skills.
- The role involves management of tertiary qualified employees and oversight of a specialist risk management team to achieve organisational objectives
- Builds organisational capability in risk and business continuity practices

INTERPERSONAL SKILLS:

The following interpersonal skills are required to be demonstrated:

- Excellent communication and influencing skills.
- Ability to build relationships with stakeholders at all levels.
- Strong negotiation and conflict resolution skills.
- High level of integrity and professionalism.
- Ability to provide clear and constructive feedback.
- Skills in facilitating meetings and workshops.

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- Ability to work collaboratively across teams.
- Strong customer service orientation.
- Ability to handle sensitive information with discretion.
- Effective presentation and training skills.

QUALIFICATIONS AND EXPERIENCE:

The following qualifications and experience are required for the position:

- Tertiary qualifications in risk management, business, or a related field.
- Professional certification in risk management (desirable).
- Post-graduate qualifications or extensive and diverse experience in risk management or a related field will be highly regarded
- Experience in leading risk management programs.
- Demonstrated experience in insurance portfolio management.
- Experience in business continuity planning.
- Proven track record in developing and implementing risk frameworks.
- Experience in managing and developing teams.
- Knowledge of relevant legislation and standards.
- Experience in report writing and presenting to senior management.
- Experience in working with external stakeholders.

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TASK ANALYSIS

In undertaking the inherent requirements of their duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

Condition/Activity	Constant	Frequent	Occasional	N/A
Manual handling weights – above 10kgs	☐	☐	☐	☒
– below 10kgs	☐	☐	☒	☐
Manual handling frequency	☐	☐	☐	☒
Repetitive manual work	☐	☐	☐	☒
Repetitive bending/twisting	☐	☐	☐	☒
Repetitive kneeling/squatting	☐	☐	☐	☒
Working with arms above head	☐	☐	☐	☒
Lifting above shoulder height	☐	☐	☐	☒
Using hand tools – vibration/powerful	☐	☐	☐	☒
Operating precision machinery	☐	☐	☐	☒
Close inspection work	☐	☐	☐	☒
Wearing hearing protection	☐	☐	☐	☒
Wearing eye protection	☐	☐	☐	☒
Wearing safety shoes/boots (steel cap) / gum boots	☐	☐	☐	☒
Wearing other relevant PPE	☐	☐	☐	☒
Working in dusty conditions	☐	☐	☐	☒
Working in wet/slippery conditions	☐	☐	☐	☒
Working with chemicals/solvents/detergents	☐	☐	☐	☒
Washing hands with soap (hygiene)	☐	☐	☒	☐
Working at heights	☐	☐	☐	☒
Working in confined spaces	☐	☐	☐	☒
Working in chillers (+4 degrees C)	☐	☐	☐	☒
Performing clerical duties	☒	☐	☐	☐
Working on a keyboard	☒	☐	☐	☐
Driving cars and/or trucks	☐	☐	☐	☒
Other (please specify)	☐	☐	☐	☒
Other special features (e.g. nature of chemicals, travelling requirements etc):				

VARIATION TO CONDITIONS OF EMPLOYMENT:

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The key responsibilities and duties in this position description are to be undertaken in accordance with the General Employee Handbook.

SELECTION CRITERIA:

Selection will be based on the following selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description:

- Demonstrated experience in risk management and business continuity.
- Proven ability to lead and develop a team.
- Strong knowledge of insurance and risk frameworks.

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- Excellent communication and stakeholder engagement skills.
- Ability to analyse and report on complex risk issues.
- Experience in developing and implementing policies and procedures.
- Strong organisational and project management skills.
- High level of integrity and professionalism.
- Ability to drive continuous improvement.
- Relevant tertiary qualifications and/or professional certification.