

POSITION TITLE	Risk Coordinator	
GROUP / DEPARTMENT	Corporate Services / Governance, Safety & Risk	
REPORTING TO	Manager Governance, Safety & Risk	
DIRECT REPORTS	Nil	
EMPLOYMENT BASIS	Permanent Full time Local Government State Award	
BAND/LEVEL	Band 2 Level 3	
GRADE	Grade 12	
APPROVED BY	CEO	Date:
EMPLOYEE	Name:	
	Signature:	Date:
POSITION PURPOSE		
<p>The Risk Coordinator leads the continued development, implementation, promotion and review of Council’s enterprise risk management framework and insurable risks including claims and insurance management.</p>		
ACCOUNTABILITIES		
<p>This position contributes to the performance of Edward River Council through the following operational accountabilities from the Accountability Framework:</p> <ul style="list-style-type: none"> • ARIC Meetings – Agendas, Minutes, Risk Reporting, Audit progress • Business Continuity Plan Co-ordination • Enterprise Risk Management Framework/System Maintenance • Enterprise Risk Management System Implementation/Integration • Insurance Portfolio Management (Including Renewals) • Insurance Claims Processing • Insurance Investigations Co-ordination • Statewide CIP Audit Co-ordination • Signage as Remote Supervision Policy and Procedure Development • Supervision Signage Development and Advice • Child Safe Program Development and Implementation 		
LINKS (INTERNAL)	LINKS (EXTERNAL)	
<ul style="list-style-type: none"> • Governance, Risk & Safety team • Council staff • Council volunteers • Audit, Risk and Improvement Committee (ARIC) • Leadership team • Project Management Office 	<ul style="list-style-type: none"> • Government departments • Other Councils • Contractors and consultants • Council’s insurers, claimants, legal • Committees and community groups • Members of the public 	

KEY DUTIES AND RESPONSIBILITIES

- Coordinate and report on the Risk function contribution to the annual Operational Plan, other relevant strategies and plans, supporting achievement of service and project delivery targets and timely reporting of service performance.
- Monitor the Risk function budgets, supporting cost effectiveness, achievement of budget targets, delivery of savings and innovations, and accurate reporting of budget performance.
- Provide risk management advice and services to support the achievement of Council's objectives.
- Coordinate the development, implementation, monitoring and review of Council's enterprise risk management framework and risk management initiatives.
- Provide training and development to staff to build risk awareness and increase risk management capability across Council to ensure a contemporary best practice approach to risk management for Council.
- Work with staff to analyse strategic and operational risks using Council's risk framework and identify required controls and treatments.
- Collate and analyse data to facilitate and coordinate the identification of risks and opportunities and to support 'risk owners' to assess risks and opportunities and develop appropriate strategies.
- Maintain, review and report on the Council Risk Register, incorporating Council's strategic and operational service risks.
- Prepare management reports to the Audit Risk & Improvement Committee (ARIC) and action or follow up on items raised.
- Coordinate Council's strategic and annual internal audit program.
- Oversee the management of Council's Insurance Portfolio and provide specialist advice to internal stakeholders in relation to risks, claims and related policies and procedures.
- Oversee Council's Claims Management (Mutual Liability, Assets and Motor Vehicle), and decrease the likelihood of future claims through thorough data analysis and follow-up actions.
- Monitor updates of general legislation, ensuring systems and processes are revised where appropriate.
- In collaboration with the Manager Governance, Safety & Risk, support the requirements of the Audit, Risk and Improvement Committee and Work Health Safety Committee.
- Coordinate the development, implementation, monitoring and review of Council's Business Continuity program to ensure that Council has planned for and prioritised response to any significant interruption to the business.
- Store and maintain corporate records in Council's electronic document and records management system in accordance with relevant policies, procedures, and the State Records Act.
- Demonstrate and adhere to the principles of conduct and standards of behaviour as defined within the Code of Conduct.
- Other duties and responsibilities as directed within skills and abilities of the individual.

SELECTION CRITERIA

Essential

- Diploma of Risk Management or similar, or equivalent experience in a comparable role combined with ongoing professional development.
- Contemporary experience in managing enterprise risk and insurances, including using risk analysis tools.
- Contemporary knowledge and working understanding of the Australia and international risk management standards.
- Contemporary experience implementing strategies and plans to deliver service unit objectives within scope and in accordance with policy and processes.

- Ability to build relationships and collaborate with all levels of the organisation to achieve desired outcomes.
- Strong written and verbal communication skills, including a demonstrated ability to prepare accurate and timely documentation such as reports, presentations and procedures.
- Demonstrated ability to coordinate and develop staff consistent with a culture of customer service excellence and Council's values – Leadership, Excellence, Accountability and Delivery.
- Demonstrated understanding and competence in contemporary risk management and Work Health and Safety principles and practice.
- National Police Check or willingness to obtain.

Desirable

- Current Drivers Licence.
- Experience in Local Government.

COUNCIL RESPONSIBILITIES

Council Values

Edward River Council has adopted a set of values which were developed through a consultative process involving staff across the whole organisation.

All Council employees are expected to demonstrate our corporate values when undertaking their roles and making decisions that impact our customers and community:

- **Leadership** – We seek to provide strong leadership for our community and customers. We lead with empathy and integrity.
- **Excellence** – We strive for excellence and continuous improvement: in who we are, in how we work, and in how we deliver results for our community.
- **Accountability** – We are open, honest and transparent in how we do business, the decisions we make and the actions we take.
- **Delivery** – we are committed to delivering results to our community and outstanding service to our customers.

Work Health & Safety

All Edward River Council employees have a responsibility to behave in a manner which ensures that their actions or omissions do not adversely affect the environment or health & safety and wellbeing of Council employees, contractors or members of the public. Council employees must:

- Comply with Council's Work Health & Safety policies, procedures and programs;
- Participate in any training and safety initiatives implemented by the Council;
- Comply with all safety directives and work instructions; and
- Must immediately report any incident or potential hazard to their supervisor.

EEO & Diversity

Council is committed to a workplace that is fair and inclusive and to building a workforce which embraces these principles and reflects the diversity of the Edward River community.