

POSITION DESCRIPTION

Position: Risk Assurance Advisor

Team: Risk & Content Services

Group: Office of the Chief Executive

Responsible To: Risk Manager

Responsible For: N/A

Organisational Context:



Tirohanga Whānui - Council's Vision for the Community

Heretaunga Whenua Houkura, Heretaunga Hapori Ora

Fertile Land, Prosperous People

Kaupapa Mātāmua - Our Organisational Mission

E mahi ngātahi ana hei painga mō te iwi me te kāinga, i tēnei rā, āpōpō hoki

Working for our people and our place, today and tomorrow

Ngā Uara – Our Values

Te Mahi Tahi - Working Together

- We work collaboratively
- We are flexible and creative
- We celebrate our successes and have fun

Mana Tangata - Respecting Others

- We are inclusive
- We are honest and reliable
- We act with integrity and professionalism

Te Whakaaweawe - Making a Difference

- We strive for excellence
- We are all accountable
- We serve our community with pride

Oranga Tangata - Supporting Wellbeing

- We encourage life balance
- We care for our work whanau
- We bring a positive attitude

Working effectively with Māori

Hastings District Council aspires to a kaitiakitanga conducted in good faith at all times with respect to the aspirations and expectations of Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

Context

Our vision for the Hastings District represents the foundations of our community: land and people. We are focused on protecting and enhancing our fertile land and the life-giving waters which support it, and helping the people of this place to fulfil their aspirations and prosper together.

Across the local government Community Wellbeings, we are seeking:

- Economic - a sufficient and supportive economy
- Environmental - a healthy environment and people
- Social – a safe and inclusive place
- Cultural – a vibrant place to live, play and visit.

The Hastings District Council organisation emphasises capabilities such as working together, a can-do attitude, a spirit of service, enabling, community engagement and partnership development alongside traditionally valued technical and management skills and capabilities.

Excellence in performance from the organisation as a whole and from individuals is needed.

The Hastings District Council Risk and Content Services team are responsible for working across the organisation to promote technical capabilities in risk, Civil Defence Emergency Management (CDEM) and content management practices.

Purpose of Position

This role is part of the Office of the Chief Executive. The Group includes Information Management and Business Transformation, Risk & Content Services and Strategic Growth.

The purpose of this position is to contribute to excellence in service across the entire organisation by supporting best practice risk management, continuous improvement and assurance practices to make Council services more reliable, effective, and successful through:

- Supporting implementation of the enterprise risk management framework and quality management practices.
- Coordinating the development and delivery of the risk assurance programme.
- Working with managers and staff to embed agreed risk management practices.
- Ensuring the integrity of corporate policies.
- Supporting risk management initiatives that strengthen the organisation's business continuity and emergency management preparedness.

Other

- We all have responsibility for Health and Safety, therefore the staff member in this role shall:
 - Ensure compliance with the provisions of the Health and Safety at Work Act 2015, and all applicable regulations, Codes of Practice, standards and guidelines.
 - Observe all occupational safety and health policies, procedures and rules stated by Council which are pertinent to the duties carried out by the officer in this position and in all operational areas of the organisation.
 - Promptly and accurately report and record any workplace injuries and incidents.
- Civil Defence and Incident & Emergency activities as required. Local government is responsible for looking after communities in the event of a Civil Defence situation. This means that once you have ensured the safety of your family and property, you may need to assist with civil defence or critical incident management.
- Council has an Employee Handbook which includes a Code of Conduct – staff are expected to comply, along with all other organisational policies and procedures.
- Such other duties as may be allocated by the manager from time to time.

Key work areas for which this position will have a responsibility are:

Risk Management

- Support implementation of the corporate risk management practices to ensure identification and mitigation of risks to Council services.
- Proactive support for ongoing development of corporate risk management culture.
- Providing support, education and training to staff to build risk awareness within the organisation.
- Support and lead risk assessments, involving identifying, analysing, and estimating effect of risks affecting the organisation or community.

Internal Assurance

- Coordinating the development and maintenance of the annual risk assurance plan and assurance map.
- Working alongside internal stakeholders to undertake planned reviews across the organisation to confirm control effectiveness and improvement opportunities.
- Leading the monitoring of actions from reviews and audits to ensure completion and maintaining appropriate records to validate completeness.
- Liaising with external assurance and audit providers to support their assurance activities across the organisation, as required.
- Overseeing development and timely review of corporate policies.

Civil Defence Emergency Management

- Support the emergency management readiness of Council staff, response processes and emergency operations sites.
- Help drive the awareness, adoption, implementation, ongoing maintenance, and evolution of the community resilience program across the Council and District.

Business Continuity Management

- Contribute to projects involving cross-functional teams to develop business resilience through business continuity planning, remediate gaps, and continuously improve resiliency to align with changing business need.

Important Functional Relationships

External

Industry Peers
Community
Agency Stakeholders

Internal

Across all Groups.

Committees/Groups

Council
Risk and Assurance
Committee

Person Specification

Qualifications

- Risk management or internal audit related qualification or equivalent industry experience.

Knowledge/Experience

Essential

- Experience at leading successful risk management workshops.
- Experience in undertaking internal reviews, audit or control sample testing.
- Experience supporting projects.
- Ability to interpret and apply legislation relevant to the position.

Desirable

- Experience working in local government context.

Key Personal Competencies

- Managing and participating in cross functional teams.
- Negotiation and conflict management skills.
- Ability to relate well at all levels and high level of commitment to building and managing excellent stakeholder relationships.
- The ability and willingness to work collaboratively with others.
- Commitment to improving processes and ability to think laterally, strategically, and innovatively.
- A strong ability to identify and strategically implement continuous improvements in service delivery.
- An ability to get the job done and deliver real outcomes.
- The ability to maintain independence and objectivity.
- Strong analytical ability.
- An ability to prioritise, be organised, work on multiple projects and maintain a steady attitude.

Personal Attributes

- Personal resilience to cope with the pressures of multiple work streams.
- Facilitation and interpersonal skills to establish and maintain effective working relationships with colleagues, management, elected members and external suppliers and contractors.
- Honesty, integrity and the ability to handle sensitive information responsibly.
- Comfortable working with limited or incomplete information
- Strong verbal and written communication, including presentation and report writing skills to update Council on relevant issues.
- A can-do attitude and willingness to get support the wider team functions, as needed.