



Mahi Tahī

We are one team, stronger together as we work with our community to deliver outcomes that matter.

#Arohatōmahi

We love our work and know that our work matters. That is why we do what we say we will do and apply energy and enthusiasm across our mahi.

Tiakitanga

We proudly and professionally contribute every day to the care of our community and whenua with courage, positivity and mana, leaving a legacy which will protect a future that matters.

Manaakitanga

We put our people first and show them they matter, through a caring whanau centric and solutions focused approach.

Details

REPORTS TO	Business Performance Manager
GROUP	Organisation Performance
DIRECT REPORTS	Nil
FINANACIAL DELEGATIONS	Nil
WARRANTS REQUIRED	Nil
GRADE	18 - 19

He rau ringa e pakari ai ngā taura whiri i ō tātou kāinga noho me ō tātou hapori – mai i te pae maunga o Tararua ki te moana

With many hands the threads which weave our neighbourhoods and communities together will be strengthened from the Tararua Ranges to the sea.

Purpose

This position has the responsibility for initiating, guiding, and overseeing the continuous integration of the Council's risk framework, policies, plans, and systems. The goal is to enable the Council to comprehend the impact of uncertainties on its objectives, thereby improving its capacity to achieve strategic goals.

You will:

- Provide tailored and timely advice on best practice risk management to employees and Elected Members.
- Identify, assess, and prioritise various potential risks across the organisation, including operational, financial, legal, and reputational risks.
- Maintain the effectiveness of the risk management strategies and processes, ensuring compliance with international and NZ standards.
- Oversee insurance programs, conduct audits, and maintain a comprehensive risk register, producing reports and performance indicators for internal and external stakeholders.



Skills, Knowledge and Experience

EDUCATION / EXPERIENCE

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

KNOWLEDGE

- Working knowledge of ISO 31000 or other risk related management frameworks.
- A strategic thinker who is able to make connections between various aspects of the organisation and identify implications.
- Proven track record in evaluating processes and implementing effective changes that enhance organisational outcomes and solutions.

ACHIEVEMENT

- Demonstrate a strong focus on high performance standards and personal achievement. Goes above and beyond to exceed expectations.

COMMUNICATION

- Excellent communications skills both oral and written, including ability to write concise and accurate reports.
- Exceptional influencing skills with a proven ability to communicate in a clear, confident and articulate manner.
- Ability to remain calm, composed, and optimistic in high pressure situations.

IMPLEMENTATION

- Reliable, detail-focused and meticulous. Follows through on plans to ensure they are carried out accordingly.

SELF-INSIGHT

- Aware of strengths and weaknesses and actively seeks out opportunities for new learning and growth.

TEAMWORK

- Support and collaborate with team members to achieve targets, emphasising breaking down silos and promoting cross-functional collaboration.

GROWTH MINDSET

- Rapid learner with the ability to swiftly acquire new information and apply it to solve diverse problems, including technical concepts and jargon.
- Driven individual committed to delivering results, maintaining high performance standards, and achieving personal success.

ALIGNMENT WITH OUR TOP 10 PRIORITIES

GET THE BASICS RIGHT

- Get the basics right (systems and processes) to support the customer focused delivery of core services



Key Accountabilities

Pillar

Outcomes



'You' Matter

Health, Safety & Wellbeing

- Promote a strong health and safety culture by proactively modelling our values and hold self and others to account to Consistently follow all health and safety policies and legislative requirements.

Leadership

- Live our Values and focus on the Moments that Matter. Supporting your colleagues and empowering and inspiring growth and development across the organisation.

Change Leadership

- Be an advocate for and a driver of change. Be a Future builder, help others across the organisation navigate the future.



Work Matters

Council Contribution

- Actively and positively participate as a member of the team and perform all reasonable duties as needed.
- Participate in Emergency Management activities.
- Provide clear and sound advice to all employees and councillors on best practice risk management. Be timely and tailor your advice so it is fit for purpose.
- Maintain an overview of consistency between strategic direction and policy and the identification and management of risk in cross organisational programmes and projects.
- Escalate risk to the Chief Executive and Executive Leadership Team according to the Risk Management Strategy and recommend actions to mitigate escalated risk.
- Continue to build the culture of risk management and awareness across the organisation, ensuring ongoing integration of risk management at all levels of the organisation.
- Provide and facilitate appropriate risk management inductions & training.
- Identifies, assesses, and prioritises potential risks to the organisation, including operational, organisational, strategic, financial, legal, environmental and reputational risks.
- Developing and implementing risk management strategies and processes.
- Coordinating with different departments to ensure understanding and compliance with risk management strategies.
- Overseeing the company's insurance programs, including policy renewals and claims management.
- Monitoring and reporting on the effectiveness of risk management efforts.
- Keeping up-to-date with industry trends and regulations related to risk management
- Audits and report recommendations that provide risk management solutions on high risk activities such as information and cyber security policies, fraud , business continuity plans, or recovery measures.



Partnerships Matter

Te Tiriti o Waitangi

- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

Community and Customer Focus

- Champion community engagement having a strong focus on meeting quality standards for services and evaluation of customer outcomes and satisfaction.

Relationship Management

- Build networks and develop meaningful relationships with stakeholders both internally and outside Council.



Performance Matters

Personal Development

- Live the values of council and take responsibility for your own self development in order to enhance skills and knowledge applicable to current and future roles.

Continuous Improvement

- Identify continuous improvement practices to support the implementation and delivery of council's outcomes.

Documents and Systems

- Reviews and assess the risk framework, strategy, workplan and procedures, making recommendations and implements modifications and improvements that keep these resources current and in line with legislative and best practice requirements.
- Maintain a watching brief across HDC business to identify and assess possible risk areas.
- Create and implement risk accountability systems.

Reporting and Compliance

- Ensure Council's Risk Management Strategy and Framework are compliant with International and NZ Standards and are deemed fit for purpose by Council.
- 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, oversee key performance indicators that measure our organisations risk maturity and risk appetite for risk management purposes.
- Create, update and maintain a risk register for HDC which identifies to the Chief Executive and Executive Leadership Team potential risks, the assessments of these and their controls across the business of HDC.

