

Position Description

Position Title	Audit & Risk Officer		
Department	People, Risk & Improvement	Position Number	PRI05
Grade	Grade 9	Location	Council Administration Office - Coonamble
Status	Permanent Full Time	Hours	35 hours per week or 70 hours per fortnight
Reports To	Manager - People, Risk & Improvement	Industrial Instrument	Local Government (State) Award 2020
Date Revised	02/11/2021	Version Number	1
Direct Responsibilities	Risk Management Systems including Audit and Risk Improvement Committee		

Council's Vision

Coonamble Shire is a connected, respectful, and diverse community, working together in a healthy natural environment that supports our vibrant local economy.

Council's Mission

Through its undertakings, maintain and improve the services to ratepayers by the efficient and effective management of assets and the environment in response to community needs.

Position Summary

The position exists to ensure the development, implementation and management of Council's strategic risk management systems and processes including internal audit functions and working with the Audit, Risk and Improvement Committee.

This position will be involved in the identification, management and monitoring of all aspects of risk, ensuring compliance and best practice in order to migrate risk and minimise Council's liability exposure.

Position Benefits

- 9 day fortnight.
- Four (4) weeks annual leave per year.
- Superannuation paid by Council in accordance with legislative and scheme requirements.
- Uniform Allowance as per current policy.
- Employee Assistance Program (EAP).
- Council provided hi-vis and safety work wear and Personal Protective Equipment (PPE).
- Reasonable access to education and training, consistent with the individual's Employee Training Plan and Council's Annual Training Plan, Professional Development Policy and Budget.

Position Description

Key Responsibilities

Audit and Risk Operations

- Development and oversight of the integration of Council's risk management framework, internal audit function and business continuity plan, in conjunction with other departments.
- Coordinate the implementation of related policies, procedures, internal controls and processes.
- Identify, develop and lead the implementation of business improvement initiatives, investigations, or special risk assurance reviews that enable and support risk management maturity, in light of contemporary risk practices.
- Oversee Council's compliance with risk migration and reduction strategies and programs associated with Public Liability and Strategic risk.
- Investigate and monitor the implementation of methods used to reduce incidents and risk to staff and the general public.
- Facilitate, communicate and promote a positive risk culture across Council, for example through capability building programs, risk workshops, forums and other internal engagements.
- Provide risk management advice, analytics and insights to stakeholder groups, including preparation and delivery of written and verbal reports to governing committees and management teams.
- Working with service units throughout the Council to develop and maintain risk registers that are current, relevant and supported by controls and treatment plans to mitigate risk exposures.
- Participate in initiatives required by Council's insurer including the Continuous Improvement Pathway.
- Provide coordination and administrative support for Council's Audit, Risk and Improvement Committee (ARIC) as directed.

Records and Finance

- Assist in developing annual budget estimates and costs and ensuring division is operated within budget constraints.
- Completion of accurate timesheets with job numbers, daily checklists, reconciliations and other work related documentation.
- Ensure compliance with Council's record management systems.
- Ensure that all critical processes and procedures are documented, including standard operating manuals.
- Seeks approval from Supervisor for expenses / claims, as required by Council's policies and guidelines.
- Ensuring that accounting transactions and records are in accordance with Council's Policies and procedures.

IP&R and Strategic Planning

- Contribution towards the goals outlined in Council's Delivery and Operational Plan and any other appropriate planning / reporting frameworks that are applicable to the scope of the position.

WHS and Environment

- Ensure all work is completed using safe work practices following safe work method statements, risk assessments, injury and incident reporting and other WHS requirements for own area of work.
- Documented SWMS, risk assessments and other risk management documents developed and implemented. All accidents, incidents and near misses reported within correct timeframe.
- To review & participate in environmental incident investigation and nominated corrective measures including the observation and reporting of any new environmental aspects and impacts.

General

- Prepare information and compile reports as requested.
- Provide excellent customer service to both internal and external customers.
- Promote the image of Council in a positive manner and actively promote good public relations.
- Behaviour complies with the Council's Code of Conduct, EEO and Anti-discrimination principles.

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- Any other duties consistent with the responsibilities of the position as directed.

Key Internal Relationships

People, Risk & Improvement Team	Work collaboratively with the team to ensure service continuity and contribution towards efficient operations to support Councils plans, strategies and priorities.
Council Departments	Collaborate with all Council Departments to ensure service continuity and a high standard of customer service.
Direct Reports	Nil

Key External Relationships

External Stakeholders and Committees	Represent Council and provide a high standard of excellence and professionalism to all stakeholders.
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Delegations

- All other delegations as outlined in the sperate document - Delegations of Authority.

Position Description

Essential Requirements

Technical Requirements

- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Training and WHS preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Qualifications in Risk Management, Auditing, or equivalent (Diploma level).
- Sound organisational and planning skills, with the ability to manage, monitor and report on resources and budgets to effectively deliver results.
- Demonstrated understanding of and commitment to the principles and legislative requirements of Work Health and Safety (WH&S).
- Ability to perform manual tasks with dexterity, including general construction, machine operation and fit to undertake the duties outlined in this position description, safely.
- Australian resident or equivalent or holding a Visa allowing employment in Australia.
- Class P, P2 or C Drivers Licence (unrestricted).
- WH&S Construction Induction (White) Card.

Desirable Requirements

- Completion of relevant training courses and certificates.
- Local Government experience.

Selection Criteria

- Sound computer literacy and ability to use MS Word, Excel and Outlook and relevant professional/technical software.
- Demonstrated experience in a similar role (3+ years).
- Demonstrated understanding of Audit and/or Risk function operations, preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge.
- Qualifications in Risk Management, Auditing, or equivalent (Diploma level).
- Class P, P2 or C Drivers Licence (unrestricted) and WH&S Construction Induction (White) Card.
- Sound ability to organise, plan, develop and deliver programs and services, working in line with organisational goals, and with the ability to adapt to changing priorities.
- Proven experience to research and analyse information and develop logical solutions and utilising critical thinking.
- Capacity to effectively monitor, evaluate and report on progress and deliver results within allocated resources.
- Sound ability to manage self, showing drive and motivation, as well as consistently acting with integrity, being honest, ethical and professional.
- Sound ability to display resilience and adaptability, express own views, persevere through challenges, and be flexible and willing to change.
- Sound ability to communicate with all internal and external stakeholders (both verbally and in writing) clearly and respectfully, listening, and encouraging input from others.

I acknowledge and understand the requirements of the role as contained within this position description.

Signed:	
Name:	
Date:	