

Position Description

Position:	Risk and Compliance Officer
Reports to:	Program Leader – Governance, Risk and Legal
Classification	Grade 8 Band 3 Level 3 of Local Government (State) Award.
Term of Employment:	Full-time
Number of direct reports:	Nil
Location:	This is an Armidale Regional Council role supporting both Armidale & Guyra offices, normally based at 135 Rusden Street Armidale.
Operational Expenditure:	Between \$1M – 1.5M pa.
Capital Expenditure:	Nil
Delegations	In accordance with Council’s Delegations Register.

Organisational Context

Armidale Regional Council is located in the beautiful New England Region of New South Wales (NSW) and covers an area of 8,630 square kilometres. With an approximate resident population of 29,900, the region is home to many major industries including education services, technology services, agriculture, superfine wool production, beef and lamb production, vineyards and greenhouse horticulture – industries that will underpin sustained growth in the future.

Council delivers and provides a range of community and infrastructure assets include parks and reserves, aged care facilities, libraries, swimming pools, roads, economic development, pre-schools, waste facilities, water and sewer infrastructure, and a full range of leading educational facilities and services.

We strive for a flexible, adaptable, innovative and high-performance culture that celebrates the contribution of every employee, allowing them to build better careers as they help us deliver community services to meet, and exceed, the community’s expectations.

Governance, Risk and Legal

Operating within the Governance, Risk and Corporate Planning Service area of Council, the Governance, Risk and Legal program is responsible for providing strategic leadership, guidance and support to the organisation to ensure Council has an effective corporate governance and risk framework that complies with legislative requirements. The group ensures Council's governance processes are effectively maintained and updated to mitigate and reduce risk.

Position Profile

This position is responsible for coordinating Armidale Regional Council's risk management and safety management systems including insurance matters, public liability while supporting the implementation of safety management plans.

Key Role Responsibilities

- Management and continuous improvement of the documented Safety Management and Risk Management Systems
- Manage Council's Insurance Portfolio for the purpose of adequately protecting Council from any financial loss.
- Manage Council's Risk Management System ensuring accuracy and timely response in the recording, actioning and reporting of risk and compliance functions.
- Implement and regularly review insurance plans and strategies to ensure financial protection in the risk management programs to minimise or eliminate risk exposure and potential loss.
- Review insurance claims, workers compensation claims and investigate potential losses to negotiate settlement of claims in relations to insurance excesses.
- Prepare forecasts for insurance schedules for various classes of insurance as required.
- Ensure that all claims are immediately assessed, investigated and negotiated.
- Liaise with Brokers, Insurers, Assessors, Repairers, Police and Third Parties and other stakeholders as required.
- Ensure that potentially major claims and/or claims above the policy excess are forwarded to Council's Broker for appropriate action.
- Maintain comprehensive records and statistics with respect to all types of Insurance claims and premiums.
- Ensure that all monies outstanding in relation to insurance claim settlement are paid and/or recovered and reconciled.
- Coordinate the Internal Audit Committee, take minutes and report to Council.
- Undertake specific governance projects as required

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to

those described in this document. All staff are expected to demonstrate behaviours that align with Armidale Regional Council core values, Code of Conduct and Equal Employment Opportunity principles.

Core Council Values

Council is committed to creating a workplace where staff hold the below values at the core of our behaviour and conduct.

One Team	We work as one team, we collaborate to achieve better outcomes and look out for one another.
Innovative	We have the courage to think boldly and to find new ways to achieve better outcomes.
Dedication	We care and are responsive to our community and strive to exceed their expectations.
Integrity	We are trustworthy, honest, transparent and accountable for our actions.
Wellbeing	We develop a safe, supportive, caring and harmonious environment

Core Council Accountabilities

Council has high expectations and expects that all employees must adhere to Council's current guiding behaviour standards and expectations:

Work Health and Safety



- Ensure that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused



- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.

Code of Conduct and Equal Employment Opportunity



- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk.
- Convey a professional and positive image of Armidale Regional Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

Performance



- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.

Selection Criteria

Essential Selection Criteria:

- Degree qualifications in WHS or Risk Management and/or minimum 7 years experience in a similar role.
- Demonstrated experience in the coordination of workers compensation, auditing and compliance.
- Demonstrated experience in risk management systems, programs and data base.
- Experience and knowledge in understanding current legislation requirements applicable to the role.
- Strong analytical and problem solving ability.
- Excellent interpersonal, communication and organisational skills.
- Current Australian drivers' license.

Desirable Selection Criteria:

- Previous work experience in local government.

Prepared by:	
Approved by CEO (or delegate):	
Date Approved/Updated:	
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Employee Acknowledgement

Signed by:	
Print Name:	
Date:	