Position Description
Risk Management Officer

Updated: August 2026

Position Details	
Position No:	500528
Department	Customer, Corporate Services and Economy
Employment Status:	Fixed Term
Reporting to:	Manager Governance, Risk and Corporate Performance
Direct Reports:	0
Indirect Reports:	0
Financial Delegation:	Up to $10,000
Band/Level	Administrative Band 2, Level 1
Grade:	Grade 9
Allowances	Nil

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position Purpose

The Risk Management Officer supports the development, implementation and continuous improvement of Council's enterprise risk management framework, systems and practices. The role ensures organisational risks are identified, assessed, monitored, and reported in line with legislative requirements, Council policy, and better practice standards.

Through practical risk management support across the organisation, the position fosters a positive and participative risk culture and contributes to a resilient, safe, compliant, and well-governed working environment. In doing so, the role supports Council's ability to achieve its governance, service delivery, compliance, and strategic objectives and to effectively anticipate, adapt to, and respond to emerging risks and disruptions.

Authority and Delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

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Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Key Accountabilities

1. Support the implementation, ongoing operation and continuous improvement of Council's Enterprise Risk Management (ERM) Framework in line with ISO 31000, ensuring alignment with Council's strategic objectives and governance requirements.
2. Develop, maintain and periodically review Council's risk management policies, procedures, systems and risk management plans to ensure compliance with relevant legislation, regulations, codes of practice and contemporary better practice standards.
3. Facilitate risk identification and risk assessment workshops with business units, providing practical advice, guidance and hands-on support to managers and staff on risk management processes, including the identification, assessment, treatment and monitoring of risks and controls.
4. Maintain and coordinate Council's corporate and operational risk registers, ensuring risks are current, clearly articulated, reflective of Council's operations, assets, projects and supported by appropriate treatment and control strategies.
5. Support the review and refinement of Council's risk appetite statements and risk acceptance processes, assisting management to make informed, risk-based decisions consistent with Council's tolerance levels.
6. Develop and coordinate risk management training and workshops to build organisational capability and embed a positive risk culture. Monitor training compliance and effectiveness and recommend improvements in consultation with Human Resources.
7. Measure, monitor and report on risk management performance against Council's plans, programs, targets and KPIs, including preparing progress updates and dashboards for management and the Audit, Risk and Improvement Committee (ARIC), ensuring accurate and timely reporting.
8. Support coordination and analysis of insurance and claims-related risk information in collaboration with insurers, mutual risk providers and internal stakeholders, to inform risk treatment and reporting.
9. Support assurance activities including risk reviews, internal audit actions, compliance monitoring and control effectiveness reviews to strengthen organisational governance and risk maturity.
10. Undertake other duties as required, within the scope of the incumbent's capabilities, knowledge, and experience.

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Corporate Accountabilities

- Ensure personal and professional behaviour is consistent with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles and report any known breaches.
- Execute work with probity, accountability and transparency to prevent incidents of fraud and corruption in Council's organisation and operations and report any known incidents.
- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Assume responsibility for and manage own work, regularly appraising own performance against required levels of performance.
- Undertake training and attend professional development opportunities, if and as required.
- Store and maintain corporate records in Council's Electronic Document and Records Management System (EDRMS) in accordance with relevant policies, procedures and the *State Records Act.*
- Identify, assess and treat risk relevant to the position.
- Monitor the implementation of the Work Health Safety Management System (WHSMS) in the work area.
- Convey a professional image of Council and dress appropriately for the role, including wearing Personal Protective Equipment (PPE) or prescribed corporate uniform, if and as required.
- Communicate with customers in a professional and courteous manner, ensuring customers are provided with clear, accurate and timely information and requests are processed within required timeframes.

Position Requirements

Essential

1. Certificate IV in Business, Governance, Risk Management or a related discipline, or demonstrated equivalent experience.
2. Demonstrated experience in risk management, governance, audit or assurance functions, including the application of risk frameworks, policies and control assurance in a complex organisational environment.
3. Demonstrated ability to monitor projects and associated risks, ensuring delivery of outcomes within agreed timeframes, resources and governance requirements.
4. Proven ability to engage with and influence stakeholders at all organisational levels, including facilitating constructive risk, governance and assurance discussions.
5. Highly developed verbal communication and interpersonal skills, with demonstrated ability to build and maintain effective relationships, negotiate outcomes, resolve conflict, and provide clear advice and direction.
6. Highly developed written communication skills, with demonstrated experience preparing high-quality reports, correspondence, submissions, policies, procedures and other corporate documentation.
7. Demonstrated commitment to continuous improvement, including the ability to identify improvement opportunities, encourage innovation, and facilitate changes to systems, processes and practices to enhance organisational performance and risk maturity.

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8. Flexibility and willingness to attend meetings and events outside normal business hours, including as required to support organisational objectives.
9. High level of IT literacy, including advanced proficiency in the Microsoft 365 suite and the ability to effectively utilise corporate systems and digital tools.
10. Current and maintained NSW Driver's Licence, with capacity to travel as required.

Desirable

1. Understanding of the Risk Management Guidelines for Local Government.
2. Formal qualifications or professional development in risk management, governance, compliance, assurance or internal audit.
3. Knowledge of ISO 31000:2018 - Risk Management Guidelines.
4. Experience supporting Audit, Risk and Improvement Committees.

Key Relationships

Who	Why
Internal	
Director Customer, Corporate Services and Economy and wider Executive Leadership Team *(as required)*	• Provide expert advice and support and contribute to decision-making. • Identify emerging issues/risks and their implications and propose solutions. • Report on progress towards corporate objectives.
Manager Governance, Risk and Corporate Performance	• Receive guidance and support.
Managers and Coordinators across Council	• Provide practical advice, guidance and hands-on support to managers on risk management processes, including the identification, assessment, treatment and monitoring of risks and controls.
Council Staff	• Work Collaboratively to achieve desired outcomes • Provide expert advice on a range of Risk Management related issues • Engage key operational areas to develop plans and strategies
External	
Customer	• Provide friendly, responsive, accurate and consistent information, advice and service
Government Departments and Agencies	• Liaise with regulators, government agencies and sector stakeholders regarding risk management, governance, compliance and reporting matters. • Develop and maintain effective and collaborative working relationships.
Consultants	• Engage and manage consultants as required to fill competency and information gaps

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Capability Framework

Capabilities for the role The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce.

The Local Government Capability Framework is available at www.lgnsw.org.au/capability

Below is the full list of capabilities and the level required for this position. The focus capabilities are in **bold**.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Adept
	Display Resilience and Courage	Adept
	Act with Integrity	**Adept**
	Demonstrate Accountability	Adept
Relationships 	Communicate and Engage	Adept
	Community and Customer Focus	**Adept**
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
Results 	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	**Adept**
Resources 	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	**Adept**
	Procurement and Contracts	Adept

Acknowledgment

I confirm that I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Parkes Shire Council’s policies and procedures. I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Name: ……..

Signature: ……..

Date: ……/ ……/ ……

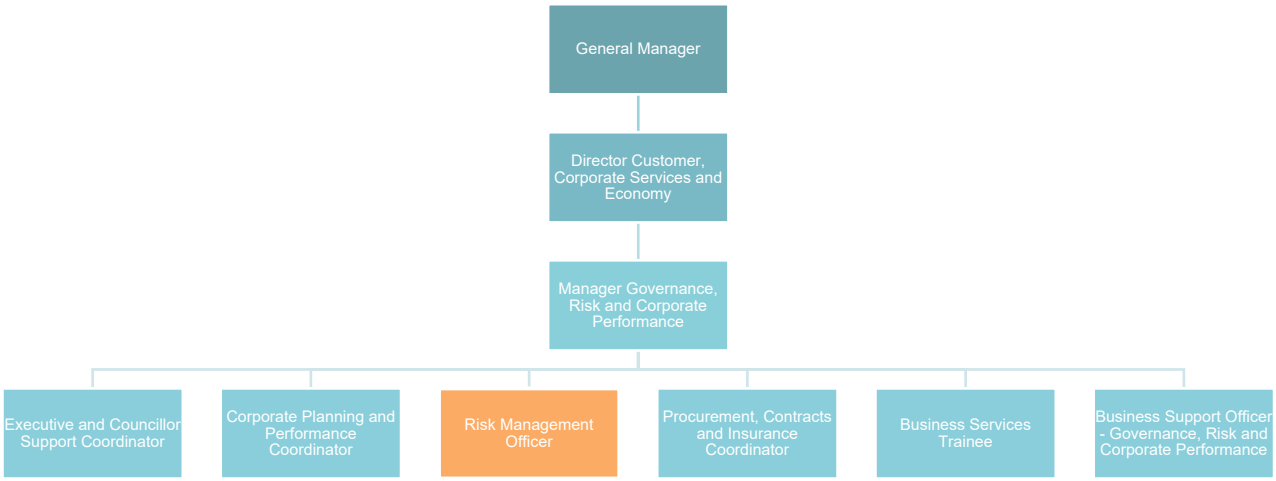
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ANNEXURE A - Work Health and Safety (WHS) Responsibilities

Workers	
Includes: ALL Council WORKERS (Co-ordinators, Assistants, Supervisors with no supervisory role, Administrative workers, Team Leaders, library workers, tourism officers, childcare workers, pool coordinators, lifeguards, trades people, Contractors, Subcontractors, Volunteers, Work Experience students.)	
Responsibility	**Performance Measure**
1. To comply with all Council safety policies and procedures including applicable SWMSs, SOPs or Project/Event Safety Management Plans.	– Work in a safe manner without risk to themselves, others or the environment. – Always follow established and communicated safe work procedures (this includes any permit requirements for high risk work). – Report all incidents, hazards, injuries, illness or property damage, theft or loss. – Participate in agreed WHS consultation arrangements – Participate in site inspections, site risk assessments (WASPs) or incident investigations as requested. – Seek assistance/clarification if unsure of WHS rules or procedures. – Report any faulty tools or plant. – Correctly use and maintain all personal protective equipment provided as required. – Complying with emergency and evacuation procedures. – Participate in any required WHS training or induction. – Follow any verbal directions given by any Parkes Shire Council employee with regard to WHS. – Participate in WHSMS review activities as required/requested.
2. Additional Responsibilities for Contractors or Sub Contractors:	– To complying with WHS requirements contained within relevant tender/contract documents. – Participate in weekly WHS performance reviews conducted by Parkes Shire Council employees. – Report and share safety concerns/information regarding a worksite where Council workers are present.

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ANNEXURE B - Organisational Chart



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