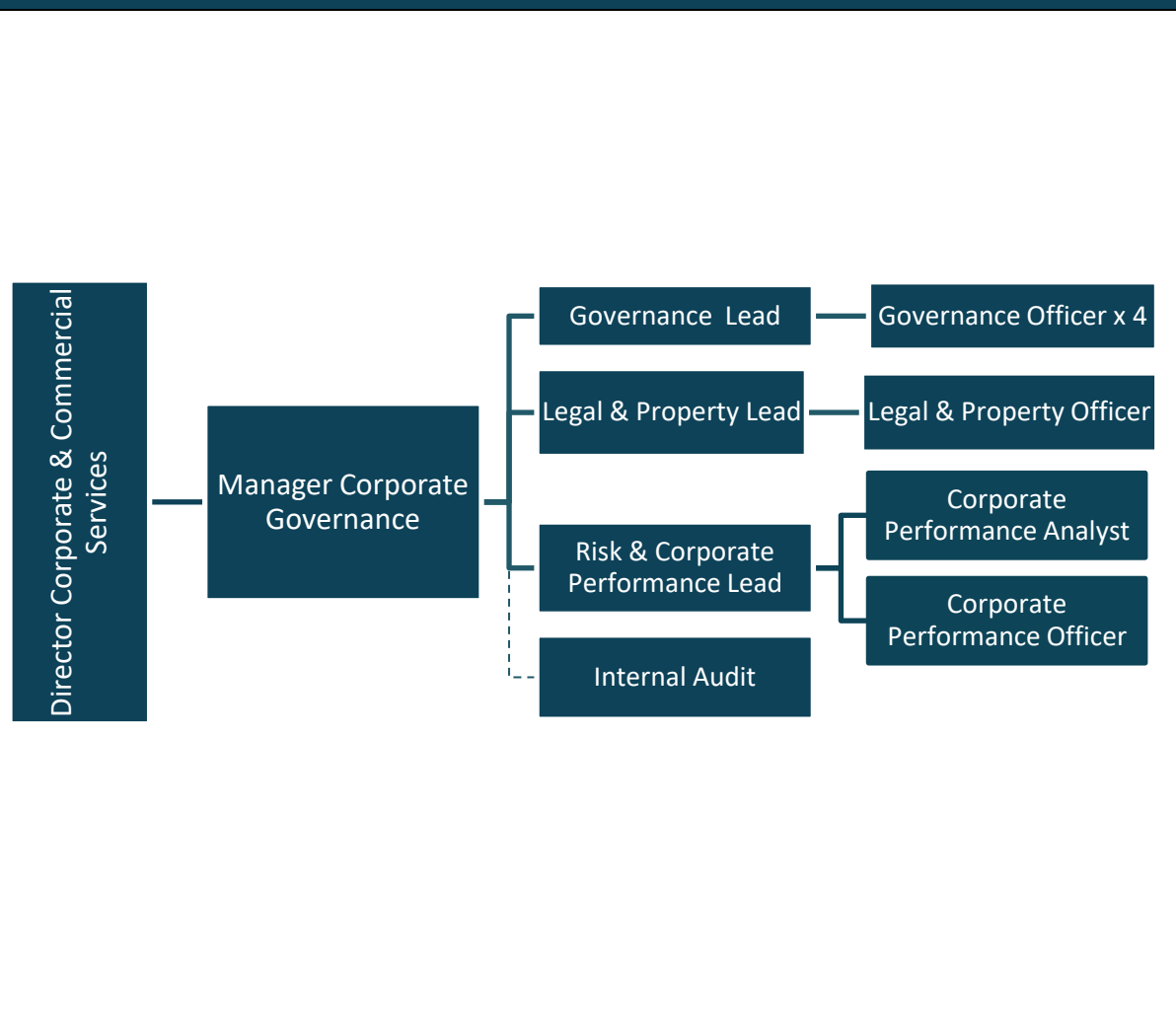


<b>Position Title:</b>	Risk & Corporate Performance Lead
<b>Position Number:</b>	2050
<b>Division:</b>	Corporate and Commercial Services
<b>Section:</b>	Governance & Corporate Performance
<b>Grade:</b>	12
<b>Delegations:</b>	See Council's Delegations Register
<b>Position FTE Hours:</b>	35

### Primary Purpose

Lead the organisation to have high quality and effective strategies to manage Council's Risk, Integrated Planning & Reporting and Business Improvement functions to ensure Council meets its legislative responsibilities and delivers improved outcomes for the community while building a culture of strategic direction, excellence and continuous improvement across Council.

### Sectional Structure



## Selection Criteria

### Qualifications/Licences

- Tertiary qualifications in a relevant discipline e.g. Business Management, Governance, Commerce, Risk Management, Project Management, Communications.
- Significant experience in Governance, Corporate Planning or related discipline.
- Current Class C Drivers Licence
- Satisfactory criminal record check

### Skills and Experience

- Significant experience Governance, Corporate Performance, Risk Management or relevant related field.
- Experience in managing performance systems, statistical data capture, analysis, and reporting.
- Sound knowledge of and ability to interpret and apply legislation, standards and practices in the areas of Corporate Performance, Risk and Compliance.
- Strong stakeholder management, interpersonal and communication skills with the ability to influence and build relationships at all levels and with a diverse range of stakeholders together with the ability to lead group discussions, present information to a variety of audiences and provide training to a range of staff.
- Excellent communication both verbal and written.
- Display high level ability to review and analyse moderately complex situations, procedures and systems, and to recommend changes where appropriate.
- High level organisation and time management skills and proven ability to manage competing priorities to meet deadlines.
- Demonstrated ability to model Council's key values Demonstrated ability to model Council's key values.

## Key Accountabilities/Duties

### Risk and Compliance Systems

- Lead and manage Council's Risk Management Framework.
- Lead a collaborative process to create and maintain effective Risk Management mechanisms.
- Effectively address areas of risk and liability in the conduct of Council's business.
- Work within the organisation to embed risk management and business continuity into all Council systems and processes.
- Build capability and understanding of Council's Risk Management Framework.
- Present findings and recommendations to the Managers, Executive Leadership Team and the Audit Risk & Improvement Committee.

### Integrated Planning & Reporting

- Lead, champion and deploy Council's Integrated Planning and Reporting (IP&R) framework across the organisation.
- Coordinate the Community Strategic Plan, Delivery Program, Operational Plan, Annual Report, business and service planning and corporate reporting across the organisation to deliver improved outcomes for the community and compliance under the Office of Local Government IP&R Guidelines.

- Undertake mandatory services reviews, including the development of a scheduled program of services reviews in-line with Council's Community Strategic Plan, Delivery Program and Operational Plans.
- Provide expert analysis of service delivery and performance reporting across the organisation working with key stakeholders to implement recommendations to improve performance outcomes.
- Lead improvement activities across the organisation by working with executive, managers, and staff to develop and implement outcomes of Service Reviews.
- Manage the change associated with business improvement initiatives.
- Champion the need and benefits of using a holistic and structured approach to business improvement across the organisation, including the development of training programs.

**General**

- Provide leadership and advice to the Manager Corporate Governance, Director Corporate and Commercial Services, ELT and Audit and Risk Improvement Committee as required.
- Undertake other duties and projects, relative to the skill requirements of the position, as advised by the Manager Corporate Governance.
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time.

## Position Capabilities

The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available [here](#). The focus capabilities for this position are:

Group	Capability
Personal Attributes	<p><b>Integrity - Expert "Innovates it"</b>  <i>Be honest, ethical and professional, and prepared to speak up for what is right.</i></p> <ul style="list-style-type: none"> <li>• Champions and acts as an advocate for the highest standards of ethical and professional behaviour</li> <li>• Sets a tone of integrity and professionalism in the organisation and in dealings external to the organisation</li> <li>• Defines, communicates and evaluates ethical practices, standards and systems and reinforces their use</li> <li>• Creates a climate in which staff feel empowered to challenge and report inappropriate behaviour</li> <li>• Acts promptly and visibly in response to complex ethical and people issues</li> </ul>
Relationships	<p><b>Communicate and Engage - Leads "Masters it"</b>  <i>Communicate clearly and respectfully, listen, and encourage input from others.</i></p> <ul style="list-style-type: none"> <li>• Presents with credibility and engages varied audiences</li> <li>• Translates complex information concisely for diverse audiences</li> <li>• Creates opportunities for others to contribute to discussion and debate</li> <li>• Demonstrates active listening skills, using techniques that contribute to a deeper understanding</li> <li>• Is attuned to the needs of diverse audiences, adjusting style and approach flexibly</li> <li>• Prepares (or coordinates preparation of) high impact written documents and presentations</li> </ul> <p><b>Influence and Negotiate - Leads "Masters it"</b></p> <ul style="list-style-type: none"> <li>• Persuade and gain commitment from others, and resolve issues and conflicts.</li> <li>• Builds and maintains professional relationships inside and outside the organisation</li> <li>• Makes a strong personal impression and influences others with a fair and considered approach</li> <li>• Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>• Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>• Uses humour appropriately to enhance professional relationships and interactions</li> <li>• Pre-empts and minimises conflict by working towards mutually beneficial outcomes</li> </ul>

<b>Results</b>	<p><b>Problem Solving - Leads "Masters it"</b>  <i>Think, analyse and consider the broader context to develop practical solutions.</i></p> <ul style="list-style-type: none"> <li>• Is able to draw on wide-ranging interests and experiences when facing new challenges</li> <li>• Thinks broadly about the root of problems before focusing in on the problem definition and solutions</li> <li>• Is able to discuss issues from different angles and project impacts into the future</li> <li>• Considers the broader context when critically analysing information and weighing recommendations</li> <li>• Involves diverse perspectives in testing thinking and solutions</li> </ul>
<b>Technical</b>	<p><b>Finance, Procurement and Contracts – Coaches - 'Shares it'</b>  <i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy</i></p> <ul style="list-style-type: none"> <li>• Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition</li> <li>• Applies high standards of financial probity with public monies and other resources</li> <li>• Identifies, monitors and mitigates financial risks</li> <li>• Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers and take appropriate to manage it.</li> <li>• Delivers open, transparent, competitive and effective procurement processes</li> <li>• Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met.</li> </ul>
<b>Workforce Leadership</b>	<p><b>Lead and Manage Change – Leads 'Masters it'</b>  <i>Initiate, support and champion change, assist others to accept and engage with change</i></p> <ul style="list-style-type: none"> <li>• Translates change initiatives into practical strategies, including the role of staff in implementing them</li> <li>• Analyses the change context to identify the level of consultation and involvement required from staff and stakeholders</li> <li>• Develops appropriate approaches to involve staff and stakeholders at various stages of the project Implements structured processes to manage structural, system, process and cultural barriers to change</li> <li>• Implements structured processes to manage structural, system, process and cultural barriers to change</li> <li>• Provides coaching and leadership in times of uncertainty and difficulty for staff.</li> </ul>

### Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Code of Conduct. Council's corporate values are:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers

- **Safety** - works safely, in accordance with Council’s Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

### Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

- Complying with Council’s WHS policies and procedures
- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and WHS Team within 24 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return-to-Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- Provide a safe workplace, with ultimate responsibility for ensuring due diligence and compliance under Work Health and Safety including WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

### General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees’ key performance indicators (KPIs) as part of their annual performance review.
- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

*I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above Position Description*

<b>Name of Employee</b>	
<b>Signature of Employee</b>	
<b>Date</b>	