

## Position Description (People Managers)

### Manager Risk and Governance

Division	Legal and Governance
Business Unit	Risk & Governance
Management Level	M3
Grade/Band	Band 10
Date position description approved	21/11/2019

#### Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious Sustainable Sydney 2030 – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

#### Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

#### Primary purpose of the position

The Manager Risk and Governance has primary responsibility for leading and managing the implementation and ongoing integration of the organisation's Risk and Governance framework, policies, plans and systems to ensure the organisation's risk management and governance structures are efficient and effective. The position is also responsible for management of the organisation's insurance program and has several statutory reporting roles including in relation to privacy and public interest disclosures.

#### Key accountabilities

- Develop and implement strategies, frameworks, policies and programs to mitigate risks, prevent fraud and corruption, and promote compliance and assurance across the organisation and ensure compliance with the organisation's reporting requirements to the Executive, Council and external bodies.
- Lead the ongoing management of an effective risk management and compliance system that support the changing requirements of the organisation and produce tailored reports

that meet governance reporting requirements and enable business units to measure their risk management and compliance performance.

- Lead and manage diverse professional teams working in a complex, highly regulated and political environment, building a customer centric and collaborative working culture, and fostering a culture of continuous improvement and professional development.
- Promote the effective governance of the organisation by developing and implementing a program of facilitation to assist business units to identify and manage gaps in corporate governance.
- Develop strategies and training programs to all staff across the organisation to raise awareness of relevant legislation, policies and the City's Code of Conduct, and to embed a culture of good governance at the City.
- Identify, develop and implement opportunities to improve governance, risk management, compliance and assurance strategies, policies and procedures, processes, controls and reporting to ensure they are effective, fit for purpose, and achieve the key objectives of the City.
- Receive and lead investigation of formal complaints, allegations of breaches of the City's Code of Conduct, policies and public interest disclosures and report and liaise with external agencies in relation to matters such as privacy and fraud and corruption.

## Key challenges

- Embedding and building good governance and risk management capability across a diverse organisation.
- Maintaining expert knowledge of risk and governance related legislation, regulation policies and best practices, in a constantly evolving external and internal environment.
- Providing timely expert advice related to risk, governance, compliance, privacy, delegations, fraud and corruption to the Director, Executives and Council in making informed decision on a range of issues which are potentially sensitive, controversial and political.

## Key relationships

Who	Why
<b>Internal</b>	
Director Legal & Governance, Executives	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives, and discuss future directions.</li> <li>• Provide expert advice and contribute to decision making.</li> <li>• Identify emerging issues/risks and their implications and propose solutions.</li> </ul>
Direct Reports and team members	<ul style="list-style-type: none"> <li>• Lead, direct, and manage performance.</li> <li>• Guide, support, coach and fostering ongoing professional development.</li> </ul>
Staff with Governance and Risk related responsibilities	<ul style="list-style-type: none"> <li>• Provide professional risk management, governance, compliance and assurance advice.</li> </ul>
Audit, Risk and Compliance Committee	<ul style="list-style-type: none"> <li>• Attend meetings of and report regularly to Council's Audit, Risk and Compliance Committee in relation to matters across the business unit's area of operations</li> </ul>

Who	Why
<b>External</b>	
ICAC, Ombudsman, Information and Privacy Commission NSW, other government agencies	<ul style="list-style-type: none"> <li>Acts as the interface to liaise, consult and resolve any governance, fraud and corruption related issues.</li> </ul>
Insurance brokers, Consultants, Solicitors, Insurance companies, other service providers	<ul style="list-style-type: none"> <li>Provide and receive advice and support, liaise and discuss ongoing risk, governance and compliance issues to achieve organisational objectives.</li> <li>Manage external consultants in the delivery of services such as investigations</li> </ul>

## Key dimensions

### Decision making

- This role operates with a high degree of autonomy and acts within the delegated decision-making authority relating to risk management, corporate governance, compliance and insurance related issues.
- The incumbent has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.
- All personnel have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed / implemented. Such circumstances may include life threatening situations or those that could result in loss of limb or other significant lost time injury.

### Reports to

Director, Legal & Governance

### Direct reports

Approximately 3 direct reports

- Risk Management & Compliance Officer
- Coordinator Governance
- Insurance & Claims Coordinator

### Estimated number of indirect reports

4

## Essential Knowledge, Skills & Experience

- Relevant undergraduate tertiary qualifications with a preference for postgraduate qualifications (for example in Risk, Governance or Business)
- Excellent demonstrated written and verbal communication skills, including presentation skills at executive level and ability to prepare and present training to staff at all levels

- Demonstrated experience in implementing risk, insurance and/or governance programs in a high volume and complex environment, with a preference for experience in the government sector
- Demonstrated experience in leading a diverse team conducting tasks such as internal investigations and in undertaking negotiations with external agencies and internal stakeholders in a highly regulated environment
- Demonstrated experience in leading strategic reviews and implementation of programs and systems in governance and risk across a complex organisation

## Capabilities for the position

The City's **Leadership and Management Capability Framework (LMCF)** outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

### Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

Capability Group	Capability Name	Level
Leadership	<b>Displays Awareness of Self and Others</b>	<b>Business Unit Manager - M3</b>
	<b>Cultivates Productive Relationships</b>	<b>Business Unit Manager - M3</b>
	Drives Results	Business Unit Manager - M3
	<b>Develops People and Culture</b>	<b>Business Unit Manager - M3</b>
	<b>Operates Strategically</b>	<b>Business Unit Manager - M3</b>
Management	Technology and Information Management	Business Unit Manager - M3
	<b>Finance and Resource Management</b>	<b>Business Unit Manager - M3</b>
	Asset Management	Business Unit Manager - M3
	<b>Risk Management, Safety and Compliance</b>	<b>Business Unit Manager - M3</b>
	<b>Procurement and Contract Management</b>	<b>Business Unit Manager - M3</b>
	<b>Project Management</b>	<b>Business Unit Manager - M3</b>
	Change Management	Business Unit Manager - M3
	<b>People Management</b>	<b>Business Unit Manager - M3</b>