

Position Description

Senior Risk Advisor

Reports to Hautū Finance and Performance	Location Wellington	Band 16	Date October 2024
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Role Overview

The Senior Risk Advisor will support the Hautū Finance and Performance to embed risk management practices across Education Payroll Limited (EPL). They will support the business to adopt good risk management practices, continuously lift risk management maturity, and support tactical and operational risk management and reporting.

The Senior Risk Advisor will support the operationalisation of risk management practices at Education Payroll and will facilitate implementation of EPL’s risk management framework and policy.

The role will help EPL work towards our desired maturity setting under the Government Enterprise Risk Maturity assessment framework (GERMAF).

Key Responsibilities and Accountabilities

Risk Management	<p>Conduct comprehensive risk assessments to identify potential risks to Education Payroll, including tactical, operational and reputational risks.</p> <p>Implement the risk management policy and framework that aligns with Education Payroll’s goals and regulatory requirements including developing and maintaining an annual risk management plan.</p> <p>Design and deliver training risks training programs to lift risk management maturity across the organization.</p> <p>Demonstrate clear and open risk communication and escalate informed enterprise risk activities to Education Payroll’s leadership team.</p> <p>Facilitate and hold strategic risk discussion with senior leaders and external providers.</p> <p>Prepare quality reports for leaders and governance on risk reporting, including the progress of limiting organisational risk maturity against GERMAF criteria.</p> <p>Lift the risk management maturity across EPL staff to continuously improve risk management awareness and practices across the organisation.</p>
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Leadership Expectations

Lead Self	<p>Demonstrate the EPL values - Treat everyone with respect; work as a team; make things easier; improve through understanding; learn through doing.</p> <p>Maintain positive relationships.</p> <p>Hold yourself accountable.</p> <p>Be agile and adaptive.</p> <p>Show courage.</p>
Strategic Planning	<p>Actively contribute to creating and maintaining a strategy that aligns actions, plans and resources with business objectives.</p>
Risk Management	<p>Identify, assess, mitigate and record risks arising from internal process, people, systems or external events that could potentially disrupt business operations and/or breach legislative requirements.</p> <p>Escalate risks that cannot be sufficiently mitigated within your span of control.</p> <p>Take collective responsibility for enterprise risk management and understand the cumulative impact of risks across the organisation.</p>

Required Experience, Skills and Knowledge

- Minimum of three years of risk management practice experience.
- Understanding of the EPL business, goals, strategies, priorities.
- Understanding of the education/ payroll ecosystem.
- Able to translate knowledge and understanding of EPL and the education payroll system to building and executing a relevant risk business plan.
- Able to work as a business partner and build trusting relationships with the business and risk functions.
- Collaborative and inclusive work approach, communicating strongly to build relationships across the business and champion risk management capability building at all levels.
- Courage to challenge thinking for a moderated view of risks, and willing to escalate emerging risks with severe consequences for management attention.
- Leadership and influencing skills including experience in facilitating strategic discussions with senior leadership.
- Sound risk management knowledge and experience in commercial and operational decision-making settings within a public sector context and complex ecosystem.
- Good understanding, knowledge, and experience of the ISO31000 risk management framework and in leading organisational risk management.
- Knowledge and experience in developing annual risk management plans.

- Experienced in facilitating workshops and build capability to limit risk literacy, provide advice to improve operational risk management practices and clearly communicate to all levels of the business what the GERMAF maturity improvements mean for them.
- Experience in training staff at all levels to lift risk competency, capability, and risk literacy.
- Experience facilitating change and capability building in organisations would be beneficial.