

Position Description



Risk Advisor

Position Title:	Risk Advisor
Classification:	Band 6
Department:	Corporate Integrity
Approved by:	Senior People Experience Business Partner
Date approved:	June 2026

1. Position Overview

The Risk Advisor provides specialist, professional advice and operational support across council's enterprise risk management, assurance and internal control frameworks. Working with a high degree of autonomy, the role supports the organisation to identify, assess, manage and monitor risks, and to strengthen assurance activities that promote strong governance, accountability and compliance.

The position plays a key role in embedding a proactive risk culture across council by partnering with business units to integrate risk management into strategic, operational and project decision-making. The role supports internal audit, compliance monitoring and continuous improvement initiatives, contributing to council's ability to meet its legislative, policy and community obligations.

2. Position Objectives

- To support the Coordinator Risk Management and Insurance to establish and implement the Council's enterprise risk framework which monitors and evaluates Council's exposure to risk. Once established, manage and administer the framework. Additionally, monitor and assist the coordination of associated functions and programs.
- Provide specialist advice to internal stakeholders about Council's Risk Management Framework and internal audit program as required.
- Liaise with internal stakeholders and contractors in the establishment, coordination, implementation and maintenance of Council's Risk Register.
- Provide support to the Coordinator Risk Management and Insurance for the establishment and implementation of the Business Continuity Plan.
- Undertake a range of activities regarding Council's Internal Audit Program, including

working with key internal stakeholders and externally appointed contractors to coordinate the key inputs that develop and deliver the annual audit program.

- Contribute to the coordination and maintenance of the Outstanding Audit Action and Business Arising Registers, supporting the tracking, audit and reporting of actions.
- Provide quality, respectful and professional customer service with internal and external stakeholders to ensure all requests for information and enquiries about risk management and assurance activities are provided in a timely, effective and courteous manner.
- Review risk management and assurance procedures, documents, and systems, and recommend appropriate improvements including staff training programs.
- Provide regular and comprehensive reports for management, including the collation and analysis of data to highlight trends and current issues in risk management and assurance activities and propose actions to address such trends and issues.
- To support the Coordinator Risk Management and Insurance with the administration, coordination, and support of the Audit and Risk Committee.
- Apply discretion and confidentiality for information obtained and used in day-to-day activities regarding Council's risk management and assurance activities.
- Arrange and support training and development initiatives that build organisational capability in risk management, assurance and internal control practices, ensuring staff understand their responsibilities and can apply Council's frameworks effectively in their day-to-day work.
- Work collaboratively across the organisation to meet stakeholders at their current level of risk maturity, providing practical guidance and support that builds capability, confidence and capacity to manage risk effectively.
- Undertake a range of other risk related tasks, administrative responsibilities, work or projects, as directed by the Coordinator Risk Management and Insurance from time to time, to support the effective operation of Council's risk functions and ensure service delivery priorities are met.

3. Organisational relationships

Internal	External
• Managers, Coordinators, Team Leaders and officers from various Business Units • Senior Legal Officer	• Insurance providers • Community members
Reports to:	
• Coordinator Risk Management and Insurance	
Supervises	
• Nil	

4. Position Characteristics

Accountability and Extent of Authority

May manage resources and/or provide advice to or regulate customers and/or provide input into the development of policy.

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Where the prime responsibility is resource management, the freedom to act is governed by clear objectives and/or budgets, with regular reporting mechanisms to ensure adherence to goals and objectives. The effect of decisions and actions taken is usually limited to the quality or cost of the programs and projects being managed.

Where the prime responsibility is to provide specialist advice to or regulate customers, the freedom to act is subject to regulations, policies and regular supervision. The effect of decisions and actions taken on individual customers may be significant but is usually subject to appeal or review by more senior employees.

Few positions are primarily involved in policy development. Where they are, work is usually investigative and analytical in nature. Freedom to act is prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development.

May have formal input into policy development within their area of expertise and/or management. Child Care Worker may include a director of a child care centre, or a Child Care Worker undertaking duties in excess of those referred to in Band 5.

Judgement and Decision Making

Work is usually specialised, with methods, procedures and processes developed from theory or precedent. Work may involve improving and/or developing methods and techniques generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.

Specialist Skills, Knowledge and Experience

May require proficiency in the application of theoretical or scientific disciplines, including the underlying principles as distinct from the practices.

Understanding of the long-term goals of the functional unit and of the relevant policies of both the unit and the wider organisation is required.

Where the primary function is to manage resources, familiarity with relevant budgeting techniques is required.

Management Skills

Skills in managing time, setting priorities, planning and organising own work and where appropriate that of other employees to achieve specific and set objectives in the most efficient way possible within the resources available and within a set timetable are required.

Where management of employees is part of the job, an understanding of and an ability to implement personnel practices, including those related to equal employment opportunity, occupational health and safety and employees' development is required.

Interpersonal Skills

Able to gain co-operation and assistance from customers, members of the public and other employees in the administration of defined activities and in the supervision of other employees is required.

Able to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions in their own organisation to resolve intra-organisational problems.

Qualifications and Experience

Skills and knowledge needed for entry to Band 6 are beyond those normally acquired through tertiary education alone, would be gained through completion of a degree or diploma course with some relevant experience, and may be acquired through lesser formal qualifications and

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substantial relevant experience, or through substantial relevant experience in the field of specialist expertise.

5. Key Selection Criteria

- Relevant tertiary qualification in risk management, audit, governance, business administration or a related discipline, with relevant experience in risk, assurance, internal audit or compliance functions.
- Experience in local government or the public sector, and an understanding of legislative, policy and governance obligations relevant to risk and assurance functions, would be desirable.
- Demonstrated experience in supporting the implementation and administration of enterprise risk management frameworks, including risk identification, assessment, monitoring and reporting.
- Experience in coordinating and maintaining risk registers, audit action registers, business arising registers, or similar governance and assurance systems.
- Sound knowledge of internal audit processes, internal controls, and the governance requirements of an Audit and Risk Committee environment.
- Excellent organisational and time management skills, with the ability to manage changing priorities in a dynamic environment and meet strict deadlines.
- Highly developed communication and interpersonal skills, with the ability to provide specialist advice, build effective working relationships, and liaise with internal and external stakeholders.
- Proven organisational and time management skills, with the ability to manage competing priorities, work with a high degree of autonomy, and meet strict deadlines.
- Demonstrated initiative and the ability to work both independently and collaboratively, contributing to continuous improvement in risk and assurance processes, systems and training.
- Demonstrated commitment to professionalism, discretion and confidentiality when handling sensitive organisational information.
- Knowledge of internal audit functions and the governance requirements of an Audit and Risk Committee environment.

6. Inherent Requirements

The occupant of the position will be required to meet the following inherent requirements:

Compliance

- Current and valid working rights for Australia
- Satisfactorily pass a national police check (and where necessary an international check)

Physical

Daily work will be performed in an office environment, as such:

- Physical demands are sedentary to light requiring the ability to sit, stand, reach, bend, lift and pull using safe manual handling practices.
- You will be exposed to conditions normally encountered in an office environment.

Psycho-social

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- Resilience and adaptability
- Ability to manage stress effectively, maintain a positive attitude, and demonstrate emotional intelligence
- Strong self-motivation, a collaborative approach, and a commitment to upholding ethical standards and Council values.

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