

Position/s Description

Risk Management Officer (POS2849)

Directorate Department	Office of CEO
Reports to	Audit Risk and Improvement Lead
Number of Direct Reports	0
Position Grade	Grade 13 35 hour week
Employment Type	Permanent Full-time
Primary Location	Civic Place
Date Approved	August 2026

Our Culture

We believe in the future of Liverpool and that our future is best described in the Community Strategic Plan (CSP).

We're a connected team with a shared purpose, determined to get the best results on the things that matter most for our community and people. We live our culture with a mindset of "A better way – every day."

**WORKING
TOGETHER**



**COMMUNITY
FOCUS**



ACCOUNTABILITY



**GROWTH &
DEVELOPMENT**



INNOVATION



Intent and Primary Purpose of the Position/s

The Risk Officer supports Council's Audit, Risk and Improvement function by coordinating and strengthening enterprise risk management practices across the organisation.

The role ensures risks are identified, assessed, monitored and reported in line with Council's Risk Management Framework, legislative obligations, and better practice standards, enabling informed decision-making and continuous improvement.

Position Outcomes and Accountabilities	
Outcomes Delivered	Performance Standard
Support the Audit, Risk and Improvement Lead in preparing reports for the Executive Leadership Team and the Audit, Risk and Improvement Committee (ARIC).	Provide accurate and timely reporting support to the Audit, Risk and Improvement Lead for Executive and ARIC meetings, ensuring content meets required standards and deadlines.
Assist in identifying and monitoring compliance risks associated with legislation, regulations, standards and Council policies.	Maintain oversight of compliance risks by accurately identifying, recording and monitoring risk exposures in accordance with legislative and policy requirements.
Maintain appropriate documentation, registers and records to ensure transparency, accountability and auditability.	Ensure all corporate and operational risk registers are accurate and up to date.
Prepare clear, concise and timely risk and assurance reports, dashboards and analysis for a range of stakeholders.	Deliver accurate, clear and timely risk and assurance reporting and analysis that meets stakeholder needs and organisational standards.
Provide guidance, advice and practical support to managers and staff on risk management processes.	Assist in increasing organisational capability and maturity in risk management practices.
Assist with the coordination of internal audit activities, including tracking audit findings, recommendations and management actions.	Maintain accurate tracking and coordination of internal audit activities, findings and actions to support timely progress and reporting.

Decision Making Authority and Responsibilities	
Decision Making	Decisions with delegated authority as granted by CEO.
WHS Responsibilities	Based on the project WHS responsibilities as a PCBU or Principal Contractor & aligned with WHS management system
Enterprise Risk Management Responsibilities	Owner and Responsible (RACI)
Financial Delegation	As per relevant delegation schedules.

Key Relationships	
Who	Why
Audit Risk and Improvement Lead	To provide oversight and direction on tasks and priorities.
Service Review Officer	Work together to address organisational improvement initiatives in line with actual risk priorities.
Managers and Staff	To provide guidance and support on risk related matters.
ARIC	To provide support and inform ARIC of risk related matters.

Position Requirements	
Qualifications, Knowledge, Skills and Experience	
Essential:	- Tertiary qualifications in risk management, business, governance, audit, finance, or related discipline, or equivalent relevant experience. - Demonstrated experience in risk management, audit, governance or assurance. - Proven ability in developing, implementing, managing and reporting of audit projects. - Demonstrated ability to engage with stakeholders and influence positive risk management behaviours. - High level of attention to detail and ability to manage competing priorities. - Strong analytical, report writing and communication skills.

Desirable (if applicable):

- Knowledge of NSW local government legislative and regulatory environment.
- Professional certification (or working towards) such as RMIA, CPA, CA, IIA or similar.

Signature

By signing below, I understand the contents and expectations of this position description.

Name

Signature

Date

Capabilities for the position

The capability framework outlines the capabilities needed by everyone to work well and be effective in their position. They are expressed as behaviours to provide clarity and a common language to describing the skills and abilities to perform a position at Council.

Core Capabilities <i>Applicable to all positions</i>	Description
Developing Self	Seeks growth opportunities, embraces feedback, and enhances skills and knowledge.
Being Accountable	Takes ownership of actions, delivers on commitments, and ensures transparency and responsibility.
Acting with Integrity	Behaves ethically, upholds values, and acts in the best interest of the organisation and community.
Communicating Effectively	Expresses ideas clearly, listens actively, and tailors communication to the audience's needs.
Working Collaboratively	Works well with others, builds teamwork, and fosters a supportive environment.
Having Resilience	Bounces back from adversity, maintains positivity, and performs effectively under pressure.
Focus Capabilities <i>Most important to be effective in position</i>	Description
Commercial Nous/Acumen	The ability to apply business insight, strategic thinking, and practical solutions for competitive advantage.
Using Data for Decision Making	Collects, analyses, and interprets data to ensure evidence-based, accurate, and effective decision-making.
Influencing and Negotiating	Communicates persuasively, uses negotiation skills, builds consensus, and resolves conflicts constructively.
Thinking Innovatively and Creatively	Encourages new ideas, fosters innovation, and seeks opportunities for creative problem-solving and improvement.
Building Relationships	Establishes positive relationships, builds trust, and fosters partnerships to achieve common goals.
Delivering Outcomes	Sets ambitious goals, measures progress and adapts strategies to ensure effective achievement of objectives.
Focusing on the Community	Provides high-quality service, seeks feedback, and anticipates community needs.
Using Technology and Building Digital Literacy	Adopts technology, enhances productivity, stays updated on advancements, and promotes digital literacy.
People Management Capabilities <i>Required for leadership positions</i>	Description
Inspiring Direction and Purpose	Provides clear vision, motivates others, aligns team efforts with objectives, encourages and empowers achievement.
Managing People	Guides team members, provides feedback, recognises efforts, develops talent, and fosters an inclusive culture.
Managing Reform and Change	Drives organisational change, aligns with goals, engages stakeholders, monitors progress, and adjusts strategies.
Optimising Outcomes	Analyses processes, identifies improvements, implements strategies for efficiency, and uses data for informed decisions.
Practising Sustainability	Implements sustainable practices, balances economic, social, environmental factors, and advocates long-term sustainability goals.
Valuing Diversity and Inclusion	Promotes an inclusive environment, respects diverse perspectives, and advocates for equity and inclusion.

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