Role Description
Risk Officer

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Legal & Governance | Governance
Location	Sydney
Role number	Generic
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	March 2020
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

Provide risk management support services to Groups/Divisions and related entities, effectively taking a Line 2 role in support of Line 1 Contribute to the development and implementation of the DPIE risk management framework in a continuous improvement process to support the organisation's strategic and operational objectives.

Key accountabilities

- Support the Branch in establishing and managing stakeholder relationships while providing risk advice and information to Groups, Divisions and Cluster agencies, including contributing to strategies and plans.
- Support the Branch in assisting DPIE stakeholders to improve information quality and consistency, and challenge risk assessments and assumptions as necessary.
- Support and contribute to the development, implementation and promotion of the risk management framework across Groups and Divisions within DPIE.
- Support the delivery of risk awareness and support programs to DPIE staff to build capability in the application of risk management.
- Support the planning and facilitation of risk assessment workshops and risk reviews, and support participants to identify solutions to effectively mitigate risks.
- Support the regular analysis, review and updating of DPIE risk registers (using tools such as Smartsheet or RSA Archer) and provide advice to Cluster agencies to facilitate the management of

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risks. Also support as needed the review and updating of business continuity plans and related processes.

- Support the periodic review of risk maturity across DPIE to inform the design of continuous improvement programs.
- Perform data analysis and contribute to the preparation of quality written reports and briefs, and contribute to Entity, Group and Division risk reporting for a range of executive audiences as well as the Audit Risk Committee.

Key challenges

- Promoting risk management knowledge and awareness and, providing associated monitoring and support in a geographically dispersed organisation.
- Supporting cultural change and business process improvement across multiple locations to deliver effective risk management processes.
- Maintaining current understanding of risk management practices that may impact DPIE risk frameworks and systems, while maintaining flexibility in managing workloads and priorities.

Key relationships

Who	Why
Internal	
Manager Risk	• Receive guidance and provide regular updates and reports on assigned tasks and provide advice on a range of issues. • Ensure work is aligned with current priorities. • Provide advice to guide the development and implementation of a fit for purpose risk management framework. • Identify, discuss and plan for emerging issues and workloads
Senior management and key staff	• Develop and maintain effective networks to provide and/or seek specialist advice, support and assistance to improve risk management tools, processes and systems. • Build capacity and capability within business areas to and track progress of implementation. • Share and transfer specialist knowledge, expertise and skills with colleagues and key stakeholders. .
Team members	• Support and work collaboratively with team members, maintaining flexibility and open communication channels. • Contribute to discussions and decisions regarding various aspects of the risk management framework
External	
Central NSW Government agencies and professional risk organisations	• As required by manager, seek advice and support in ways to continuously improve the DPIE risk management framework.

Role dimensions

Decision making

This role:

- Independently plans and sets priorities for work to be completed, taking into account organisational requirements and deadlines
- Exercises discretion and judgement in providing advice, dealing with potentially contentious issues, and responding to enquiries.

Reporting line

Manager Risk

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Sound knowledge of corporate governance, internal control, and risk management principles and practices and exposure to a wide range of enterprise operations and activities
- Proven record in delivering corporate governance and risk management services
- Sound knowledge and understanding of government processes, public sector management, and NSW public sector legislation

Essential requirements

Nil

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

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FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed	Intermediate
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate

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FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate

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