Role Description
Senior Risk Officer

Portfolio	Primary Industries and Regional Development
Agency	Local Land Services
Division/Branch	Organisational Strategy and Performance
Classification/Grade/Band	LLS A&C Grade 7
ANZSCO Code	511112
PCAT Code	1227392
Date of Approval	April 2025
Agency Website	www.lls.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Local Land Services (LLS) is an Executive Agency related to the Department. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services and private native forestry.

Primary purpose of the role

The Senior Risk Officer supports the Business Partner Risk and Assurance to operationalise the LLS Risk Management Framework by working with regions, business units and core services to provide critical advice and assurance to manage their risks and the effectiveness of their control environments. The role is also responsible for delivering initiatives to build risk management awareness and maturity within the Agency.

Key accountabilities

- Undertake timely, targeted and responsive risk and assurance management activities in alignment with the Agency's Risk Management Framework, providing expert advice and assurance on emerging governance issues to regions, business units and core services.
- Support the delivery of risk and governance training programs with Executives, General Managers and LLS staff designed to build capability in the application of risk management methodologies.
- Plan and facilitate risk assessment workshops, identifying emerging issues, developing evidence-based options, and recommended solutions to resolve problems and mitigate risks

- Facilitate the periodic analysis, review and updating of LLS risk registers including providing critical advice to facilitate the review, management and currency of enterprise risks.
- Monitor, evaluate and report on the development and/or implementation of risk assessments
- Develop and maintain effective working partnerships with internal clients and relevant external agencies to facilitate an effective risk and assurance management process.
- Prepare detailed, accurate and timely reports and briefs, that are informative and aligned with departmental/ agency requirements, to respond to Agency requests
- Support embedding of the Risk Management Frameworks consistently across the Agency and recommend ways to continuously improve deployment of the Framework across the business.

Key challenges

- Delivering advice to the business regarding control effectiveness and risk mitigation activities that are timely, cost effective and practical.
- Providing input into policies and procedures to mitigate new and emerging risks, given the need to maintain consistent and high-level risk mitigating practices within the Agency.
- Fostering consistency in approach and depth of risk assessment recording in an environment of competing operational priorities, diverse business processes and dispersed locations.

Key relationships

Internal

Who	Why
Manager/Supervisor	- Provide advice and contribute to decision making - Identify emerging issues/risks and their implications, and propose solutions - Receive guidance and provide regular updates on key projects issues and priorities - Provide feedback on the risk and resilience frameworks, systems, processes for continuous improvement
Stakeholders	- Provide expert advice on risk issues - Report and provide updates on risk assessments and proposals - Consult and collaborate to define mutual interests and determine strategies to achieve their realisation - Undertake risk assessment workshops

External

Who	Why
Stakeholders	- Provide expert advice on risk issues - Report and provide updates on risk proposals - Consult and collaborate to define mutual interests and determine strategies to achieve their realisation
Other NSW Government Agencies	Represent agency interests and negotiate to achieve optimal outcomes

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Role dimensions

Decision making

- The role operates within the Agency led Risk Management Framework and is expected to operationalise it at the regional and business unit level educating staff about the Framework and operating as the 'risk practitioner"
- The role is expected to operate with some level of autonomy and independence and make day-to-day decisions relating to work priorities and workload management.
- The role makes decisions on the approaches to take to achieve business outcomes and is accountable for the quality of work performed and the integrity and accuracy of the content of advice provided.

Reporting line

Reports to the Business Partner Risk and Assurance

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Understanding of and experience with risk management frameworks and approaches.

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.
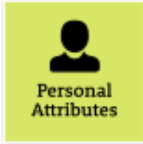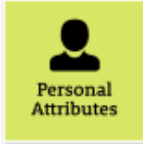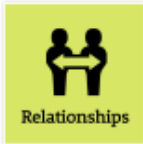
The capabilities are separated into focus capabilities and complementary capabilities

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.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
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	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept

Relationships	**Influence and Negotiate** Gain consensus and commitment from others, and resolve issues and conflicts	• Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues	Intermediate
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept

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| | **Project Management** Understand and apply effective planning, coordination and control methods | • Understand all components of the project management process, including the need to consider change management to realise business benefits
• Prepare clear project proposals and accurate estimates of required costs and resources
• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
• Identify and evaluate risks associated with the project and develop mitigation strategies
• Identify and consult stakeholders to inform the project strategy
• Communicate the project's objectives and its expected benefits
• Monitor the completion of project milestones against goals and take necessary action
• Evaluate progress and identify improvements to inform future projects | Adept |

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.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept

Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate