Role Description
Risk Analyst

Cluster	Stronger Communities
Department/Agency	NSW State Emergency Service
Division/Branch/Unit	Organisational Strategy, Performance & Planning
Location	Flexible Location
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Temporary
ANZSCO Code	224412
Role Number	52019733
PCAT Code	112391
Date of Approval	August 2023

Agency overview

Our Mission: NSW SES saving lives and creating safer communities.

Our Vision: A trusted volunteer-based emergency service, working together to deliver excellence in community preparedness and emergency response.

The Service is made up almost entirely of volunteers and supported by a small staff contingent. NSW SES is a key influencer of other emergency service agencies and works closely with these partners to modernise and grow volunteering to save lives and protect communities

While major responsibilities are for flood, storm operations and tsunamis, the NSW SES also provides the majority of general rescue effort in the rural parts of the state. This includes road accident rescue, vertical rescue, bush search and rescue, evidence searches (both metropolitan and rural), other forms of specialist rescue that may be required due to local threats, Urban Search and Rescue and Community First Response.

Primary Purpose of the Role

The Risk Analyst supports the development, implementation, monitoring and evaluation of risk frameworks in the Service, including processes to assist in driving a proactive and consistent risk management culture across the Service.

Key Accountabilities

- Support the development, monitoring and reporting of appropriate risk indicators including the conducting of analysis based on research and industry best practice to proactively identify risk across the Service, including new and emerging risks, to facilitate effective decision making

- Undertake regular monitoring of data and risk controls to ensure controls are effective and minimise risks across the Service

- Support the development and implementation of systems and tools including risk registers and dashboards to support informed decision-making, clear reporting, and compliance

- Provide risk advice to stakeholders on projects and Agency initiatives including supporting the identification and effective management of risk and promoting forward risk planning

- Monitor, review and report on risk assessments and provide guidance and support to stakeholders, when appropriate, in managing risk effectively to drive high quality outcomes and ensure actions are appropriate for identified risks

- Provide risk management training and coaching to staff to proactively drive the risk management culture, develop NSW SES capability and ensure staff implement best practice approaches

- Support the development of risk management tools, processes and procedures incorporating changes to legislation to support the NSW SES's approach to risk management remains current.

Key Challenges

- Building and managing productive relationships with stakeholders and assisting in the understanding of risk management as a business enabler to drive high quality outcomes

- Support the ownership of risk management compliance and control obligations with stakeholders to support the risk management cultural change agenda.

Key Relationships

Who	Why
Internal	
Manager Audit & Risk	• Provide updates on progress and identify key issues • Escalate complex issues and receive guidance and advice
Stakeholders	• Provide information and advice on risk matters to support the adoption of effective risk management strategies

External	
Other Government Departments and Agencies	• Establish collaborative relationships to ensure sector wide alignment in risk management approaches.

Role Dimensions

Decision making

The Risk Analyst is responsible for supporting the delivery of risk indicators including reviewing and analysing risk data. The role consults / liaises with the stakeholders to identify priorities and is responsible for supporting high quality outcomes within established priorities. The role is expected to support the implementation and delivery of approaches and practices and is fully accountable for supporting the quality and integrity of advice provided.

The role defers to the Manager Audit & Risk on complex issues of a technical, legislative or sensitive nature or decisions that will substantially alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure or sensitive issues.

Reporting Line

Manager Audit & Risk

Direct Reports

Nil

Budget/Expenditure

Nil

Essential Requirements

• Degree in a relevant discipline (e.g. business, governance, public administration, risk management), or equivalent experience
• Thorough knowledge of AIIMS principles and processes, and/or willingness to obtain competence within 12 months

You may be required to participate in activities to support the Service during operational or emergency responses at NSW SES locations in the state, where the requirements are within the scope of your skills, knowledge and capabilities. You may also be required to participate in an on-call roster.

I work FOR NSW

Capabilities for the Role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	**Display Resilience and Courage**	**Intermediate**
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

I work FOR NSW

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Display Resilience and Courage	Intermediate	• Be flexible and adaptable and respond quickly when situations change. • Offer own opinion and raise challenging issues. • Listen when ideas are challenged and respond appropriately. • Work through challenges • Remain calm and focused in challenging situations.
Personal Attributes Manage Self	Adept	• Keep up to date with relevant contemporary knowledge and practices. • Look for and take advantage of opportunities to learn new skills and develop strengths. • Show commitment to achieving challenging goals. • Examine and reflect on own performance. • Seek and respond positively to constructive feedback and guidance. • Demonstrate and maintain a high level of personal motivation
Relationships Communicate Effectively	Adept	• 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
Work Collaboratively	Adept	• 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

I work FOR NSW

Results Deliver Results	Intermediate	• 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.
Demonstrate Accountability	Intermediate	• 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.
Business Enablers Project Management	Adept	• 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.

I work FOR NSW