



**ADELAIDE CITY COUNCIL**

**TEAM LEADER, RISK AND AUDIT**

**JOB & PERSON SPECIFICATION**

**DECEMBER 2009**



## JOB DESCRIPTION

### WORK PROFILE

<b>Title of Position:</b>	<b>Team Leader, Risk and Audit</b>
<b>Responsible To:</b>	<b>Executive Program Manager, Finance and Risk</b>
<b>Program:</b>	<b>Finance and Risk</b>
<b>Program Team:</b>	<b>Risk and Audit</b>
<b>Classification Level:</b>	<b>TBC</b>

### PROGRAM OVERVIEW

The Finance & Risk Program will support Council to achieve greater accountability for public expenditure balanced with responsible risk management.

### Key Relationships/Interactions

#### **Internal**

- Senior Leadership Group;
- Strategic Risk and Internal Audit Group.

#### **External**

- Local Government Association;
- Local Government Governance Managers and Policy Officers Network;
- External Audit Firms (KPMG, Ernst and Young, etc).



## JOB SPECIFICATION

### Primary Purpose

As part of the Finance and Risk Leadership Team, the Team Leader, Risk and Audit will :-

- Provide strong leadership to the Risk and Audit team to ensure the effective planning, development and delivery of Risk Management, Electoral, Insurance, Claims, Internal Audit, Business Continuity Planning, Freedom of Information and Legal services to, and on behalf of the Corporation;
- Promote strategic leadership and a positive risk management culture through the development and implementation of programs and strategies which contribute to the delivery of Council's objectives;
- Provide high level, strategic advice and reports to Council and the Senior Leadership Group to ensure understanding of, and compliance with the Council's legislative responsibilities (Local Government Act, City of Adelaide Act, Freedom of Information Act, Native Title Act etc)

### Responsibility

The Team Leader, Risk and Audit is responsible for :-

- The effective leadership and management of the Risk and Audit Team to ensure the efficient delivery of risk and audit services;
- Ensuring the provision of timely and accurate advice on legislative responsibilities and the facilitation of training and/or presentations to staff and elected members which supports effective governance practices as part of all Council business operations;
- The development and management of strategic, tactical and operational programs in accordance with the Corporation's Risk Management Framework;
- The ongoing monitoring and management of Business Improvement and Internal Audit Plans to ensure agreed actions and outcomes are delivered;
- Administering the Corporation's insurance portfolio, including liaising with Brokers to ensure suitable insurance coverage at all times;
- Ensuring business process improvement opportunities and efficiencies are identified and actioned through benchmarking and the ongoing review of existing systems, policy, guidelines and performance targets;
- Ensuring the effective management of the Unit Business Plan and Council resources by ensuring compliance with internal financial, procurement and asset management delegations, policies and procedures;
- Preparing and managing the Risk and Audit operating budget;
- Continuously building the Unit's human capacity through the ongoing identification of individual and team training and development needs, and through applying due diligence during the Performance Management process;
- Demonstrably engaging in and supporting the OHS&W vision, goals and objectives for Adelaide City Council.



## JOB SPECIFICATION

<b>Resources and Budget</b>	
Number of Staff Reporting to this Position	4
Financial Delegation (\$)	TBC
Budget – Expenditure (\$)	\$600,000



## PERSON SPECIFICATION

### Selection Criteria (\*)

**(\*) Candidates should ensure that their application clearly demonstrates their ability to meet the Essential Criteria detailed below.**

Qualifications	Tertiary qualifications in Law, Business, Commerce, Public Administration or a related discipline.	<b>ESSENTIAL</b>
Experience	Substantial experience in: <ul style="list-style-type: none"><li>• Developing, managing and promoting strategic risk management, legislative compliance, insurance, audit and business continuity programs and strategies.</li></ul>	<b>ESSENTIAL</b>
People Management	Demonstrated ability to lead, manage and develop people in order to manage work and resources across a range of projects and in a manner that supports professional development.	<b>ESSENTIAL</b>
Project and Change Management	Demonstrated ability to apply best practice project and change management, financial, risk and governance principles and practices to the design and delivery of projects.	<b>ESSENTIAL</b>
Communication and Collaboration	<ul style="list-style-type: none"><li>• High level communication skills, political astuteness and the ability to facilitate strategic relationships; and</li><li>• The ability to effectively consult, negotiate and communicate with all levels of management, staff and other stakeholder groups.</li></ul>	<b>ESSENTIAL</b>
Knowledge	Comprehensive knowledge of: <ul style="list-style-type: none"><li>• Risk Management and Legal strategies, programs and practices.</li></ul> A thorough knowledge of: <ul style="list-style-type: none"><li>• Relevant legislative parameters and requirements within which the Corporation operates.</li><li>• Project and Change Management strategies and practices.</li></ul> Knowledge of: <ul style="list-style-type: none"><li>• Property and public liability insurance and associated claims management practices.</li><li>• The political and public environment within which the Corporation operates.</li><li>• The role of the Local Government Association within South Australia.</li></ul>	<b>ESSENTIAL</b>



## PERSON SPECIFICATION

### Selection Criteria (cont.)

Continuous Improvement	Proven ability to challenge existing practices and programs in order to drive service improvement and program delivery.	<b>ESSENTIAL</b>
Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within the area of responsibility.	<b>ESSENTIAL</b>
Professional Development	Post graduate qualification in management, project management or related discipline.	<b>DESIRABLE</b>
Government Experience	Experience working in a government environment.	<b>DESIRABLE</b>

### Special Conditions

- Performance will be based upon the delivery of the agreed key achievements listed in the Personal Development Plan for the position incumbent.
- Some out of hours work and intra and interstate travel may be required.

This Position Description is only descriptive of the type of duties to be undertaken during the period of employment, and the employee accepts that the Corporation may require the employee to carry out any duties which are within the employee's skill and competence.

Manager/Team Leader:..... Date :...../...../.....

Incumbent :..... Date :...../...../.....

**TRIM Reference: ACC XXXX/XXXX**

**Date Reviewed/Developed: .../.../...**



## Being a Leader at Adelaide City Council

Leaders at ACC are expected to align with and champion the Corporate Leadership competencies, namely :-

**Achievement Focus** - Sets ambitious goals and challenging targets for self and others. Never accepts mediocrity and always strives for excellence;

**Collaborative** - Forms binding and successful relationships with a range of key stakeholders and works successfully with diverse groups;

**Performs in a Complex Environment** – Successfully operates within a multi layered environment with complex interrelationships;

**Develops People** - Actively supports the development and growth of others considering individual needs and talents;

**Entrepreneurial** - Considers new and innovative ways to do business using creative solutions and novel business approaches;

**Influencing & Persuading** - Gains the support of others through persuasive communication and actions;

**Integrity** - Demonstrates highly ethical approaches and high professional standards;

**Manages Self** - Identifies areas for own development and actively pursues ongoing learning and individual growth;

**Resilience / Agility** - Easily adapts to changing circumstances and embraces uncertainty and change, and;

**Strategic Focus** - Actively supports and/or develops an inspiring and relevant vision for the organisation and influences others to share ownership of this vision.



## Vision and Values

The organisation's Vision is "We are a high performing and innovative team that delivers Council's vision for Adelaide through our people and with our partners".

5 key ways we succeed in achieving our vision :-

### Achievement - Delivering Council's outcomes

- we celebrate our successes and recognise the achievements of our people
- we promptly deliver the services, policy and assets that realise the goals of Council
- we set clear achievement goals and give people what they need to deliver on them
- we continually give and accept performance feedback
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### Collaboration - Working with others

- we work across divisions to achieve outcomes that require a team effort
- we make the effort to support, understand and value others
- we focus on sharing information with others to achieve shared goals
- we support our community
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### Customer commitment - Understanding and meeting the needs of others

- we deliver on our promises
- we take ownership and follow through
- we listen to our customers and have empathy
- we will provide exceptional service to all
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### Integrity - Honesty, trust, respect and ethics

- we do what we say we will do
- we listen to and value the perspectives of others
- we display behaviours that reflect our organisational Values
- we respect each other
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### Innovation - Finding a better way to deliver

- we look for options and ways to say yes instead of no
- we have the courage to put forward bold proposals if they will deliver the results we want
- we reward new ideas for delivering outcomes and people who take calculated risks
- we will always identify the solution, never just the problem



## HOW TO APPLY

Applications in Word format only should be forwarded to Andrew Reed ASAP by e-mail to [12265@hender.com.au](mailto:12265@hender.com.au)

Telephone enquiries are welcome to Andrew on (08) 8100 8836.

### **Please note**

Your e-mailed application will be automatically acknowledged with a copy of our Privacy/Collection policy attached.