



JOB TITLE: Risk and Compliance Analyst

REPORTS TO: Chief Executive Officer

Key Stakeholder and relationships : Board of Directors, Leadership Team - Chief Executive Officer, HR Manager, Chief Financial Officer, Chief Operations Officer, Manager - Lands Management & Safeguards Unit, Internal Auditor, & Coordinators

PURPOSE AND SCOPE OF ROLE

Ensure all non-financial risks to the business are mitigated from unnecessary loss or damage through close consultation with management and staff.

Key Responsibilities

The role holder will:

1. Proactively and consistently role model and promote the 'Solomon Water Way.'
2. Escalate issues as required to ensure 'no surprises' for the Leadership team.
3. Proactively identify opportunities to improve process and systems to create efficiencies and share learning.
4. Work closely with Internal Auditor in all aspects of risk management and policy / procedures compliance.

Risk and Compliance Focus

1. Develop and review risk schedule and conduct spot checks on key processes
2. Ensure compliance requirements are conducted to adherence to process and compliance requirements.
3. Identify risks and prepare treatment plans.
4. Escalate any issues and risks and significant non compliance/breaches to the Leadership team
5. Review current legislation and coordinate legislative reform for Solomon Water.
6. Ensure SW meet the reporting requirements of the SIWA Act Regulation.

Risks and Controls

1. Responsible for procedures and controls to assure compliance with applicable regulatory and legal
2. requirements as well as good business practices;
3. Oversee formal risk analysis of processes;
4. Plan, prioritize and manage the execution and accomplishment of tasks relating to Business Continuity Plans (BCP) and Risk Matrix.
5. Support in the management of the Enterprise Risk Management Plan
6. Effectively engage with managers and teams/individuals to identify and minimize risks and issues.
7. Provide a strong and constructive communication link between Managers and staff

8. Effectively engage with all key stakeholders (both internal and external) including Executive managers, to successfully deliver all cross functional tasks.

Undertake additional tasks, duties or responsibilities as directed by the Chief Executive Officer.

Key Skills

- Demonstrated ability to understand complex issues
- Experience in risk assessment, mitigation and management
- Proven consultation and facilitation skills especially focused on engaging discussion and obtaining thoughtful and considered responses.
- Demonstrated high level communication and interpersonal skills including the ability to prepare written reports and submissions and the ability to effectively communicate and negotiate with internal stakeholders.
- Demonstrated ability to manage and foster change and drive new ideas to fruition.
- Process improvement-improve process and systems to create efficiencies
- High level of initiative and self motivated
- Develop and maintain appropriate policies, process and work instructions
- Review work and provide constructive feedback to support a positive and learning work environment
- Strong Systems skills.

Qualifications/Education

Essential

- Degree in Commerce, Business Management or Administration from a recognized training institution.

Desirable

- Risk Management Training
- Safety Training