

Job Description



Risk Manager

Job Details

Position Title	Risk Manager
Reports to	Head of Risk
Direct Reports	Nil
DFA	As per MAS DFA
Location	Wellington
Created	September 2021

Mō te tūnga – About the role

This role supports the ongoing development and maintenance of MAS' Risk Management Strategy and frameworks in supporting the Group strategy and business activity, and champions continued growth in MAS's risk maturity.

The Risk Manager assists managers across the organisation with the development, execution and ongoing assessment processes for identifying, measuring, managing and mitigating business risks.

Ko mātou tēnei – our organisation

Having highly satisfied Members is Medical Assurance Society (MAS)'s most important business objective. To achieve this, we need to deliver exceptional service and advice to MAS Members. In addition, we must also continue to grow and develop our people.

MAS's accomplishments are the work of its people. We encourage initiative, recognise individual and team contributions, treat each person with respect and fairness, and provide opportunity for individual growth. Our people must exhibit the highest levels of professional and technical competence. At MAS, we value people who are brave, have fun, just do it, respect others, are honest and work with integrity, show initiative and are loyal.

Uia mai koe te pātai, he aha te mea nui o tēnei ao? Māku koe e kii atu he tangata, he tangata, he tangata.

If you asked me, what is the greatest thing in this world, I would say it is people, it is people, it is people.

Key Relationships

Internal – Head of Risk, Risk Analyst, Risk & Finance Team, Assurance Team, MAS Executive Team and other business unit leaders.

External – Auditors, Lawyers, Regulators, Industry organisations.

Ko tō mahi – what you'll do

This role is accountable for promoting, being a champion of and driving continuous improvement in MAS risk management culture and maturity. This includes being accountable for the development and review of organisational risk policies, contributing to the continuous improvement of the Enterprise Risk Management Framework, preparing risk reports for the Executive Team and Audit & Risk Committee (ARC), and business partnering with risk managers.

The Risk Manager works across functions to help the business build effective mitigation frameworks and processes (including segregation of duties, controls and incidents management), and provide risk and control assessments.

Leadership

Promote, champion and drive continuous improvement in risk management culture across MAS.

Role model our values, having a positive attitude and fostering a culture of collaboration across the wider Finance group.

Provide mentoring to the teams Risk Analyst.

Strategy and Planning

Contribute to the development and maintenance of MAS' risk management strategy, framework, and risk appetite.

Implement regular risk assessments. Work with Internal Assurance and Compliance teams to agree coverage of control testing programme.

Develop effective risk policies and training that enhance the overall MAS risk maturity.

Contribute to business project governance as required, including risk identification, controls environments, and advisory.

Participate in post-completion project reviews to record lessons learned and areas for improvement.

Member Experience

Works actively to ensure that the Company's high standards of Member experience are maintained at all times.

Understands how role, Team and Group contributes to providing exceptional Member experiences.

Risk management

Provide advice, support and guidance to MAS leaders on risk related matters.

Supports effective management of controls and risk mitigation strategies for enterprise risks.

Provides advice and expertise on risk management including business systems, processes and controls, including input into control design and operational effectiveness.

Ensures risks are defined and communicated appropriately.

Develop, review and recommend risk management practices and policies maintaining alignment of processes in line with best practices.

Key contributor to the development of risk profiles within MAS.

Reporting

Ensure that all required reporting is accurate and timely to enable appropriate reporting to executive, ARC and Board.

Stakeholder management

Proactively networks with other team members to ensure roles and personal skills are understood, constantly monitored and broadened.

Ensure all stakeholders are appropriately identified and stakeholder engagement plans are created, implemented and monitored.

Operate within established communication process and framework that maps to the development process and interfaces with stakeholders.

Ensure appropriate input and feedback is regularly sought from key stakeholders.

Actively initiates and contributes to the development of innovative and effective ways of meeting member and employee satisfaction.

Work across the Finance team to foster a culture of collaboration, setting the wider team up for success.

Confidentiality

Maintains the highest level of confidentiality.

Maintains secure organisation, employee and member records at all times, in line with the Privacy Policy, in order to maintain impeccable levels of confidentiality.

In line with the Privacy Policy and good professional practice, always maintains appropriate communication to ensure impeccable levels of confidentiality.

Health & Safety

Takes responsibility for the health, safety and wellbeing of self and others within the workplace in line with the requirements of the Health and Safety Act and with company policy and guidelines.

Takes an active role in monitoring all relevant Health and Safety issues, particularly in high-risk areas.

Records, using appropriate documentation, all accidents, incidents or near misses.

Actively participates in training, workshops, and meetings regarding health & safety issues, relevant to the role / site.

Na tōu rourou – what you'll bring

Behavioural Competencies

Develop and maintain quality relationships with stakeholders.
Provides exceptional service and risk management knowledge to stakeholders.
Interpersonal Savvy.
Demonstrates a high level of personal resilience.
Ability to positively influence others.
Critical thinking and focused on improvement and innovation.
Experienced and comfortable at mentoring others.

Technical Competencies

Technically & judgementally sound.
Experienced in Risk Management and current best practice.
Strong numerical, analysis and report writing skills.
Excellent time management and organisational skills.
Committed to keeping up to date with industry best practice in all areas relevant to the role.

Tohu mātauranga- Qualification

Essential: Relevant tertiary qualification.
Desired: Qualification or certification in Risk Management best practice or equivalent.

Mātau ā-wheako – Lived Experience

Essential: Tertiary qualified and 5+ years of risk management experience
Previous experience in the financial services industry or a highly regulated industry.
Desired: Relevant work experience in risk, assurance, compliance practices or related field of expertise, preferably within the financial services industry.

Tauāki - Declaration

- Applicants must have the legal right to live and work within Aotearoa New Zealand.
- Must be able to obtain relevant checks/clearances as/if required (e.g. security clearance).
- Job Descriptions are indications of the key result areas and accountabilities of the job and are not intended as a list of tasks that one performs in one's role.

I, _____ have read, understood and discussed the above Job Description and understand that it outlines the key result areas of responsibility for which I am primarily employed.

Signature of Employee: _____ Date: _____

MAS are committed to maintaining a flexible organisation structure that enables us to meet changing market and Member needs. Responsibilities for this position may change over time as the role and MAS continues to evolve.