

Job Description



Risk Analyst

Job Details

Position Title	Risk Analyst
Reports to	Head of Risk
Direct Reports	n/a
Location	Wellington
Created	September 2021

Mō te tūnga – About the role

The Risk Analyst supports MAS risk management programmes and frameworks by monitoring and identifying risks arising from activities across MAS business units.

The role also supports the Risk Manager to develop processes for the assessment of risk.

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 Manager, Finance & Risk Team, Assurance Team, People Leaders and employees across MAS.

External – Auditors, Lawyers, Regulators, Industry organisations.

Ko tō mahi – what you'll do

The Risk Analyst provides risk management support across MAS and is responsible for maintaining the risk register, monitoring Key Risk Indicators and Risk Appetite Statement metrics. In addition, this role has accountability for monitoring internal controls to ensure adherence to policies, procedures, regulatory obligations and escalation of identified incidents. Providing data-led insights and trends to internal senior stakeholders will ensure your success in this role.

The Risk Analyst is a key contributor to the Company's risk maturity, through identification of education and training opportunities for MAS employees.

Strategy and Planning

Contribute to the implementation of the Risk framework.

Anticipate the needs of the team and business to enable solutions to mitigate risk.

Contribute to the development and implementation of supporting policies and processes.

Help to identify gaps, opportunities and efficiencies.

Support manager in the review of projects across the business, where required, to ensure adequate risk assessment has been considered and undertaken.

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.

Reporting & Analysis

Maintain risk-related registers.

Update and analyse metrics relating to key risk indicators, risk appetite statements, incidents, complaints, and other learning opportunities.

Provide progress reports as required on all risk activities and outcomes.

Provide analytical insight and market analysis relating to risks and opportunities.

All reports produced on time and accurately.

Stakeholder Management

Ensure all internal stakeholders are kept informed of progress and provide timely notification of any potential for delay on activities.

Assists with informing and developing risk procedures that meet Teams needs across MAS.

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

Professional Standards and Development

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

Actively contributes to the development and maintenance of appropriate professional standards.

Proactively seeks suitable learning and development opportunities including training and workshops. Completes all training and actively implements the learning, including providing feedback on effectiveness.

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 working environment in line with the requirements of the Health and Safety Act and with MAS policy and guidelines.

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

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

Actively participates in training and meetings regarding health, safety and wellbeing issues, relevant to the role/place of work.

Na tōu rourou – what you'll bring

Behavioural Competencies

Works to develop and maintain quality relationships with internal and external contacts.

Provides exceptional service.

Technically and judgmentally sound.

Focused on improvement and innovation.

Accurate and exceptional attention to detail.

Technical Competencies

Previous experience in a risk analysis or assurance role and/or a relevant tertiary qualification.

Strong numerical and analysis skills.

Excellent time management and organisational skills.

Basic working knowledge of project management practices and processes.

**Tohu mātauranga -
Qualification**

Essential: Relevant tertiary qualification.

Desired: Qualification or certification in Risk Management best practice or equivalent.

**Mātau ā-wheako
Lived Experience**

Essential: 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 and understand that this job description 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.