

POSITION DESCRIPTION

POSITION TITLE	Risk Management Advisor
DIRECTORATE – BUSINESS UNIT	Office of the CEO - Governance
LEVEL - IA	7 – Salaried
RESPONSIBLE TO	Manager Governance

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

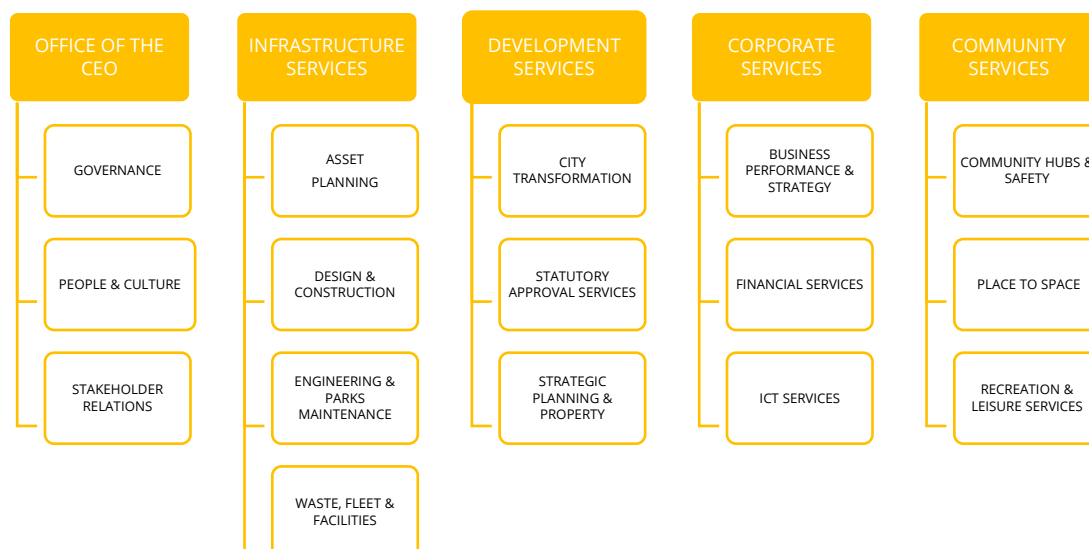
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

RESPECT	We treat everyone with dignity, fairness, and kindness—valuing diverse perspectives, listening with empathy, and fostering an inclusive environment where all voices are heard and appreciated.
INTEGRITY	We act with honesty, transparency, and accountability—upholding ethical standards, taking responsibility for our actions, and consistently doing what is right, even when no one is watching.
CARE	We build trust through empathy, honest feedback, and mutual support—creating a safe, respectful environment where people thrive and grow. We care enough to be candid, knowing that truth shared with compassion strengthens us all.
HONESTY	We communicate truthfully and openly—building trust through transparency, owning our actions, and fostering a culture where integrity and authenticity guide every interaction.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

To coordinate the City's Risk Management Systems ensuring effective and timely oversight of the City's risks. The role also coordinates the Internal Audit Program including timely resolution of audit matters, both external and internal.

KEY RESULT AREAS

RISK MANAGEMENT

- Provide technical advice to City staff and management relating to risk management policy, practices, systems and standards in line with ISO 31000 principles.
- Works to establish protocols, procedures and processes to ensure that risk reporting and monitoring systems are updated accurately and in a timely fashion.
- Raises awareness and provides training, guidance, and support to staff on risk management assurance and compliance practices to promote and improve risk management practices within the City.
- Maintains a contemporary knowledge of risk management standards and practices.
- Maintains strong and effective relationships with the Leadership Team, Managers and Coordinators to drive improved risk management practices within the City.
- Prepares reports to Audit, Risk and Improvement Committee and Council on Risk Management matters.

BUSINESS CONTINUITY

- Lead the development, implementation and continuous improvement of business continuity and resilience frameworks, policies, procedures
- Establish and enhance systems and processes to monitor, measure and report on business continuity and resilience activities, controls and performance.
- Identify potential business disruption risks and work with the City to developing effective response and recoveries.
- Coordinate business continuity planning, exercising and training programs to ensure organisational preparedness and continuous improvement.
- Supporting the City during critical incidents and ensuring crisis management plans remain current and fit for purpose.
- Prepares reports to the Audit, Risk and Improvement Committee on Business Continuity and Resilience matters.

AUDIT

- Coordinates the design of the Internal Audit Plan and the delivery of that plan.
- Coordinates the preparation of timely management responses to audit issues (both internal and external).
- Maintains the City's Audit Log (tracking management's actions and reporting to the Audit, Risk and Improvement Comment).
- Prepares reports to the Council on completed audits, including management letter findings.
- Maintains strong and effective relationships with the Leadership Team, Managers and Coordinators to promote and drive improved awareness and compliance with audit practices within the City and any emerging trends.
- Provides advice to management on changing and emerging trends related to audit.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Respect, Integrity, Care and Honesty, and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary qualification in a relevant field and / or experience in a similar role.
- Certification in risk management (desirable)

SELECTION CRITERIA

1. Demonstrated knowledge of ISO 31000: Risk management principles and frameworks
2. Demonstrated knowledge of ISO 22301 Security and resilience – Business Continuity Management systems
3. Demonstrated experience in implementing Risk Frameworks;
4. Advanced written and verbal communication skills with the ability to engage stakeholders at all levels, establish and maintain strong and productive working relationships;
5. Demonstrated experience in the preparation and delivery of training related to risk within a local government context;
6. Familiarity with internal audit methodology and assurance processes;
7. Sound analytical and problem-solving skills;
8. Competence in data analysis and risk reporting tools;
9. Well developed time management skills and an ability to manage multiple tasks;
10. Demonstrated ability to work within a team environment;
11. Proven experience in the use of Microsoft Office products.

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Governance
DATE PD REVIEWED/APPROVED: 16 July 2026
