



**POSITION TITLE: CORPORATE RISK MANAGEMENT & INSURANCE PROGRAM LEADER**

Comply with all workplace health and safety statutes, regulations, prescribed procedures, in particular the Queensland Workplace Health & Safety Act 1995 and LCC WH&S Directive PSM 020. Commitment to safe work practices instructions and rules. Use appropriate protective clothing and equipment.

Commitment to Equal Employment Opportunity, Diversity and Merit principles.

Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

Conduct all business transactions in an ethical, friendly, efficient and professional manner.

Provision of quality customer service.

Delivering on the responsibilities of staff as detailed in Council's Certified Agreement.

Ensure all corporate information is captured within Council's business systems by adhering to Record keeping policies and procedures.

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**POSITION-SPECIFIC KEY RESPONSIBILITIES:**

Provide staff management for and lead Council's Risk Management and Insurance Program;

Lead projects to develop and implement systems for the identification, recording, management, reporting and mitigation of risk;

Assist senior management to apply risk management methodologies to monitor business planning, strategy and initiatives throughout Council to identify unforeseen risk and to evaluate, manage and minimise risks;

Co-ordinate Council's risk management review and reporting processes;

Identify and co-ordinate risk management training requirements across Council;

Support management on risk management processes and in the development of appropriate and effective plans for treatment of strategic and operational risks;

Lead and manage the development and management of Council's Business Continuity Plan (BCP) in consultation with the relevant Branch representatives and ensure currency of BCP is maintained;

Serves as Council's contact liaison with its insurance broker and carriers;

Evaluate costs and benefits of alternate insurance programs and administer and negotiate insurance renewal contracts;

Provide guidance and technical support to other Branches in regards to risk management and insurance liability;

Represent Council in insurance litigation negotiations with lawyers, experts and claimants;

Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training.

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**POSITION-SPECIFIC ENTITLEMENTS/CONDITIONS: Nil**

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**DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

Delegations as detailed in Council's Delegation of Authority register.

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**EXTENT OF AUTHORITY:**

Lead and manage the Risk Management and Insurance Program of Council under broad direction. Implement and initiate change within area of responsibility in accordance with organisational goals. Problem solve taking an analytical approach within the scope of Council policies.

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**SELECTION CRITERIA:**

1. Appropriate tertiary qualifications in Public or Business Administration or related field and successful completion of insurance institute courses in insurance or risk management.

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2. Possess a minimum of five (5) years experience in the fields: risk management and/or insurance claims investigation and settlement.
  3. Comprehensive knowledge of risk management principles, policies, processes and systems with demonstrated experience in successfully undertaking work of significant scope and complexity which requires a high degree of initiative.
  4. Well developed oral and written communication skills including strong negotiation skills.
  5. Demonstrated ability to manage and prioritise workflows effectively and to instil and maintain high levels of co-operation with internal and external stakeholders.
  6. Proven ability to lead, direct and develop a cohesive team environment in the development and implementation of Branch goals.
  7. Demonstrated knowledge in the use and understanding of computerised business systems.
  8. Demonstrated commitment to the values of Logan City Council.
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**POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Logan City's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.