



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE:	Enterprise Risk Management Officer
JOB GRADE:	GMG/SEG 3
POST NUMBER:	74065
DIVISION:	Executive Office
BRANCH	Enterprise Risk Management
REPORTS TO:	Director, Enterprise Risk Management
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date Received in Human Resource Division

Date Created/Revised

Strategic Objectives of the Division (in which the position is located):

To identify and assess a comprehensive range of risks that could negatively impact the achievement of the Ministry's goals and objectives. Ensuring appropriate ownership and accountability of risks. Developing and implementing appropriate risk mitigation and monitoring plans by risk owners.

Job Purpose

Under the general direction and management of the Director, Enterprise Risk Management, the Enterprise Risk Management Officer is responsible for assisting with the development and management of the enterprise risk management framework and programmes for the Ministry and its subjects that ultimately supports the achievement of business objectives and goals.

Key Outputs:

- Information/documentation on risk scenarios collected and reviewed
- Potential threats and vulnerabilities identified
- Strategic and Operational Risk Register updated and maintained
- Risk scenarios assembled and analysed
- Key Risk Indicators (KPIs) collected, validated and monitored
- Risk Reported
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Advice and interpretation provided
- Individual Work plan developed

Key Responsibility Areas:

Technical/Professional Responsibilities

- Collects information and reviews documentation to ensure that risk scenarios are identified, documented and evaluated;
- Identifies legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment;
- Assists in the development of a risk awareness programme and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;

- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitor and communicate Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements.

Management/Administrative Responsibilities

- Develops Individual Work Plan based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

Performance Standards:

- Information/documentation on risk scenarios collected and reviewed in accordance with established procedures agreed timeframes;
- Potential threats and vulnerabilities identified in keeping with risk management principles and practices;
- Strategic and Operational Risk Register updated and maintained in accordance with recognised risk management principles and timeframes;
- Risk scenarios assembled and analysed in keeping with agreed standards and timeframes;
- Key Risk Indicators (KRIs) collected, validated and monitored in accordance with agreed standards and timeframes;
- Risk reported prepared and submitted within allotted timeframes;
- Annual/Quarterly/Monthly/Periodic Reports prepared;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Individual work plans conform to established procedures and implemented according to established rules;
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts (specify purpose of significant contacts):

Internal Contacts

Contact	Purpose
Permanent Secretary Director, Enterprise Risk Management	<ul style="list-style-type: none"> • Receive guidance • Identify emerging issues/risks and their implications and propose solutions
Divisional Heads, Unit Heads, Departments and Agency Heads or Assignees	<ul style="list-style-type: none"> • To receive information • Provide expert advice, counsel and recommendations on risk identification, assessment, management and mitigation matters to influence organisational decisions and initiatives • Report on progress towards business objectives and discuss future directions
General Staff	<ul style="list-style-type: none"> • To receive and provide information

External Contacts

Contact	Purpose
Enterprise Risk Management Branch, PXPC - MoFPS	<ul style="list-style-type: none"> • Receive strategic policy advice on ERM in the GOJ • To collaborate on strategic/operational planning and reform issues
MDAs Professional Bodies	<ul style="list-style-type: none"> • Establish professional networks and relationships across other authorities to maintain currency of issues, share ideas and learning, and collaborate on common responses to emerging and/or developing issues

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	3	Accountability	2
Compliance	3	Analytical thinking	1
Customer and Quality Focus	3	Attention to Detail	2
Initiative	3	Coaching and Mentoring	2
Integrity	3	Goal/Results Oriented	1
Interpersonal	3	Government Risk and Control	1
Oral Communication	3	Leadership	2
Team Work & Cooperation	3	Methodical	2
Time Management	3	Planning and Organising	1
Written Communication	3	Presentation and Reporting	2
		Problem Solving and Decision-making	1
		Resilience	2
		Stress Tolerance	2
		Technical Skills	2
		Use and Application of Technology	1

Technical

I. Other Competencies
Sound understanding of enterprise risk management frameworks and tools;
Must be able to demonstrate a broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters;
Practical and commercial approach to problem solving
Sound understanding of Research Methodology
Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements
Ability to monitor and report on programme/project budgets;
Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool.
Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;

Minimum Required Education and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Risk Management;
- Three (3) years related experience.

Authority:

- Recommends Key Risk Indicators (KRIs)
- Recommends enterprise risk management strategies and programmes;
- Recommends strategic direction of Branch.

Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Maybe required to travel locally and overseas to attend conferences, seminars and meetings.