

Job Description

JOB TITLE: Manager, Risk

JOB PURPOSE:

The incumbent is required to provide leadership in identifying corporate wide risk exposures, developing programs and solutions in mitigating those risks, tracking risk exposures and periodic reporting to Management and the Board.

WORKING RELATIONSHIPS:

- Reports to the Managing Director and the Audit and Risk Committee.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Prepares plans and budgets for the Risk Management Unit.
- Facilitates the design, documentation and implementation of effective and efficient risk management processes for:
 - a) Identification of events or issues posing risk or having negative strategic implications for the Corporation;
 - b) Assessing and prioritising such risks and strategic implications;
 - c) Monitoring and reporting on the Corporation's risk exposures;
 - d) Determining risk mitigation strategies, monitoring operational implementation and continually assessing their effectiveness; and
 - e) Insurance claims and other related matters.
- Conducts policy and compliance audits.
- Identifies the risk appetite of the Corporation to determine how much the organisation is willing to pursue or retain risks to achieve stated objectives.
- Advises the Corporation on contractual arrangements with third parties regarding loss avoidance, transfer and reduction strategies.
- Reviews and revises significant Contracts and proposals in accordance with relevant regulatory framework and best practices.

- Contribute to the development and ongoing implementation of an enterprise Business Continuity Plan and Management approach, including any associated continuity exercises, testing and improvement activities.
- Facilitate, communicate and promote a positive risk culture, for example through internal engagement (in-house risk workshops).
- Co-ordinates, manages and directs the work activities of subordinate employees.
- Implements and manages the Performance Management System for subordinate employees.
- Provides coaching and mentoring for relevant employees of the department.
- Develops and manages department's budget in accordance with strategic and operational plans of the Corporation.
- Prepares and submits the following reports and any other report in a timely manner:
 - a) Risk reports and other relevant reports in accordance with the statutory requirements based on Ministry, Housing and Urban Development, Ministry of Finance and the Corporation;
 - b) Compliance reports to improve the Corporation's compliance:
 - Security Exchange Commission (SEC)
 - State Enterprise Performance Monitoring Manual (SEPM); and
 - Health, Safety and Environment
- Liaises with internal and external stakeholders; as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

REPORTING REQUIREMENTS:

- Vacation Leave Roster
- Performance Appraisal
- Attendance and Punctuality
- Succession Planning
- Reward and Recognition
- Recruitment
- Employment Contracts
- Training Plan

- Policy and Procedure Reviews and Recommendations
- Unpaid Employee Obligations
- Employee Allowances Report

QUALIFICATIONS AND EXPERIENCE:

- Certification in Risk Management;
- Bachelor's Degree in Business Administration, Finance or Management Studies;
- Certification in Six Sigma will be required;
- Certification in Advance MS Office Excel will be an asset;
- Seven to ten (7-10) years' experience in similar position with at least eight (8) years supervisory/managerial experience in a financial institution; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Extensive knowledge of strategic risk management.
- Working knowledge of organisation awareness.
- Working knowledge of the regulatory framework and current issues facing the social and housing sector.
- Working knowledge of the Laws of Trinidad and Tobago, Central Board, Security Exchange Commission (SEC), State Enterprise Performance Monitoring Manual (SEPMM), Pensions and Human Resources Management processes and procedures.
- Excellent research, analytical and reasoning skills.
- Ability to understand broader business issues.
- Ability to analyse complex information.
- Ability to think strategically, plan ahead and make timely decisions.
- Ability to engage effectively with staff, customers and stakeholders.
- Ability to manage multiple programmes and projects.
- Strong administrative and analytical skills.
- Excellent conflict resolution, mediation and negotiation skills.
- Excellent presentation skills.
- Excellent report writing skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.

