

## JOB DESCRIPTION

<b>Incumbent Name:</b>		<b>Emp No:</b>	
<b>Job Title:</b>	Risk Officer	<b>Position Type:</b>	Fulltime
<b>Department:</b>	Operations and Corporate Services	<b>Salary scale:</b>	Band 6
<b>Location:</b>	FCCC Suva Office	<b>Region</b>	Central/Eastern
<b>Directly Reporting To:</b>	1. Manager Operations, Risk Management & Corporate Services 2. General Manager People Culture & Corporate Services	<b># of Reports:</b>	N/A

### Organisation Summary

The Fijian Competition & Consumer Commission (FCCC) is an independent statutory body established under Section 7 of the FCCC Act 2010 that promotes effective competition and informed markets, encourages fair trading, protects consumers and businesses from restrictive practices, controls prices of regulated industries and other markets where competition is lessened or limited.

### Purpose & Nature of the Role

The incumbent will be tasked with various responsibilities such as analysis and mitigation of risks that could hamper the progress of the organization and ensure that the FCCC complies with protocols and standards set. Incumbent while reporting to Manager Operations, Risk Management & Corporate Services will be required to carry out timely risk assessment, prepare documentation related to risk assessment and mitigation strategies. The Incumbent will be working closely with various department Managers and Executives within FCCC to identify and minimise risk associated with our operations for the development and effective implementation of the FCCC's strategic goals.

The role encompasses a set of core activities that help to achieve project goals and objectives. It includes planning, organizing, and managing different project arenas through which necessary results can be achieved.

### Key Result Areas (KRA's)

- Identify Potential Risk
- Assess and Analyze Risk
- Determine a methodology
- Gather data;
- Execute methodology
- Validating and verifying the data; and
- Analyzing the outputs.

- Develop Alternatives.
- Decide Upon and Implement Risk Management Strategies
- Evaluation and Monitoring
- Training & Development of Staff members
- Standardise Practice and maintain ISO31000

### Key Accountabilities

- Develop FCCC Risk Model to assure controls are operating effectively.
- Designing and implementing of overall risk management process for the organisation, which includes an analysis of the operational impact on FCCC when risks occur.
- Performing a risk assessment: Analysing current risks and identifying potential risks that are affecting the company.
- Performing a risk evaluation: Evaluating the FCCC's previous handling of risks and comparing potential risks with criteria set out by FCCC such as costs and legal requirements.
- Establishing the level of risk, FCCC are willing or can take in certain operational area.
- Risk reporting tailored to the relevant audience. (Educating the Executive Management and Management Team about the most significant risks; ensuring the departmental Managers understand the risks that might affect their departments; ensuring individuals understand their own accountability for individual risks).
- Explaining the external risk posed by corporate governance to stakeholders.
- Enhancing the current business continuity plans to limit risks.
- Conducting policy and compliance audits, which will include liaising with internal and external auditors.
- Maintaining records of insurance policies and claims.
- Being part of any new process/projects or internal business proposals.
- Building risk awareness amongst staff by providing support and training within FCCC.
- Working together with Manager Operations, Risk Management & Corporate Services and preparing risk management budgets.
- Helping the health and safety team to mitigate associated Health & safety risks for FCCC.
- Ensure all Occupational Health & Safety procedures are followed according to the Health and Safety at Work Act 1996 while carrying out hazardous work outside or within the Office Premises.
- Ensure all the hazards concerning the area of work are highlighted prior to the Department Manager.
- Ensure Innovation and continuous improvement and business excellence strategies are implemented on a random basis to achieve the desired outcome of FCCC.

- Any other duties that may be assigned by the Manager within the scope of the Risk Officer role.

### **Key Performance Indicators (KPI's)**

- Refer to Annual KPI set every Financial Year

### **Qualification**

Successful applicant should possess tertiary qualification in the above related field or Bachelor's degree in Accounting, Finance, Economics, Public Administration, Business Administration or Law or minimum of 3 - 6 year of experience in risk management will be considered for the role.

### **Knowledge and Experience**

- Demonstrated experience in delivering Risk Management activities and managing internal and external risk and potential reputational risk.
- Knowledge of relevant legislation/ legal frameworks enforced by the FCCC.
- Knowledge of FCCC internal and external guidelines, decision-making processes and policies.
- Knowledge of risk management investigation techniques and their practical application.
- Uphold & adhere to FCCC principles and values.
- Good listening, interpersonal, written and oral communication skills.
- Ability to absorb and support new facts, data and information rapidly.
- Ability to work on own initiative or as part of a team.
- An energetic, creative, and collaborative approach to working and problem solving.
- Must be able to work in a team environment as well as independently.
- Able to prioritize, anticipate, and deliver multiple, sometimes competing objectives under tight deadlines.
- Ability to handle complex issues/ fraudulent and investigation.

### **Skills and Abilities**

- Promote team morale and build commitment towards a common aim.
- Ensure work delegated is completed in an effective and timely manner, accepts accountability
- Address the wider implications, consequences or causal relationships in a nonroutine problem
- Inspire others/team to achieve their best with timely developmental and constructive feedback, encouragement and guidance.
- Pragmatic, solution-focused approach with well-developed perceptions and judgement
- Demonstrated ability to provide high-quality Risk Management services.
- Demonstrated conceptual thinking and problem-solving ability.

- Demonstrated Risk Management research and analytical ability.
- Demonstrated verbal and written ability.
- Demonstrated numerical ability.
- Demonstrated understanding of Operational Risk and Mitigation strategies.
- Analytical skills and an eye for detail
- Commercial awareness.
- Planning and organisational skills.
- Ability to understand broader business issues.
- Communication and presentation skills.

### **Risk and Compliance**

- To ensure organisational risks are controlled and mitigated almost every time 100%.
- Comply with FCCC's work policy (Human resource policy, Standard Operating Procedures).
- Health and Safety at Work Act 1996/FCCC Act 2010
- Work in compliance with company policies and procedures, relevant employment laws.

### **Key Challengers / Success Factors**

To successfully mitigate all Risk associated with FCCC's Operations.

### **Internal / External Relationships**

#### **Internal**

- CEO, GMs and all Managers
- All Staff

#### **External**

- All relevant Government Ministries
- Statutory bodies and other agencies associated with FCCC

### **Authority Level**

#### **Financial Authority Level**

Not Applicable

### **Human Resources**

Through the Human Resources Self Service Portal (myHRhub), you are required to manage your personal details together with Leave Management, while ensuring the Organisational Human Resources Policies are followed at all times.

**Proviso**

The Job Description and KRA's in this contract with a view that upon review at any time within the contractual period engaged with FCCC, it can be altered, changed or extended with added responsibilities. Any such proposed changes will be in consultation with the concerned staff, Department Manager and Human Resources.

**APPROVAL and ENDORSEMENT**

<b>Name of Incumbent</b>	<b>Date:</b>	<b>Signature:</b>
<b>Name of Department Manager</b>	<b>Date:</b>	<b>Signature:</b>
<b>Manager Human Resources Name</b>	<b>Date:</b>	<b>Signature:</b>

*Note: These responsibility are exhaustive. From time to time it may be necessary to change position requirement in response to changing nature of our work environment, including technological requirements or statutory changes. Such change maybe initiated as necessary by your Manager or General Manager and will be discussed with you.*