



POSITION DESCRIPTION

Position Title: Risk Management Consultant

Location: L3 66 King St Sydney

Salary: To be negotiated

Hours: Full time or Part time

COMPANY OVERVIEW

Established in 2001, InConsult is a specialist risk management services firm with extensive local and international experience in both the public and private sector. InConsult offers integrated services in the areas of risk management consulting, business resilience, governance, internal audit, training, risk management technology and recruitment.

In 2006, InConsult was ranked by BRW as one of the fastest growing new companies in Australia.

The Company is managed by three Directors who also provide the majority of services to clients. The Company operates from an office in the Sydney CBD.

POSITION PURPOSE/OBJECTIVE

The primary purpose of this position is to assist with the delivery of consulting projects and training to clients predominantly in the areas of risk management, audit and business resilience.

RELATIONSHIPS

Reports to: Director responsible for service delivery

Staff Responsibility: Nil

Key Internal Relationships: InConsult Directors and consultants

Key External Relationships: Clients, suppliers, regulatory authorities

SPECIFIC RESPONSIBILITIES

The services InConsult provides include risk management, business resilience, corporate governance, internal audit, risk and audit technology and training. The responsibilities would include working across these areas by:

1. Assisting in assessing client needs and determining appropriate activities
2. Working with one or more of the Directors to assist in delivering client projects in an efficient and timely manner
3. Facilitating risk assessment workshops
4. Delivering training programs to clients
5. Utilising GuardianERM.net software to conduct risk workshops
6. Providing GuardianERM.net demonstrations and training
7. Regularly liaising with clients on a range of risk management tasks and issues
8. Maintaining strong business relationships with new and existing clients
9. Carrying out other duties as required by the Directors

AUTHORITY

The holder of the position has authority to make operational decisions regarding client projects and support in conjunction with a Director.

SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES

QUALIFICATIONS

Essential

Tertiary qualifications (or working towards) in audit, finance, risk management or related disciplines.

Skills, knowledge and experience

Experience in risk management and/or audit
Flexibility to meet varying needs of clients
Ability to manage competing priorities and work to deadlines
Experience in developing policies and procedures
Understanding of and ability to manage risk
Excellent verbal and written communication skills
Sound presentation skills
Well-developed analytical and problem solving skills

Desirable

Knowledge of the APRA prudential framework