Position Description

Position: Manager - Risk

Position Dimensions

Location:	**Port Moresby**
Date PD Finalised/Updated:	**29.03.2025**
PD Approved By *(Position Title):*	**Chief Risk & Compliance Officer**
Position Number:	**KCHCR04**

Primary Purpose of the Position

To manage and coordinate KCH and SOEs risk and compliance management strategy to safeguard financial losses on investment, business operations and service delivery.

Reporting Relationships

This Position Reports to:

Chief Risk & Compliance Officer

Direct Reports:

1. Insurance Officer
2. Risk Officer

Key Working Relationships (Internal & External)

Internal:

- Managing Director
- Chief Risk Officer
- All Chief Officers
- All Executive Managers
- Other Managers

External:

- SOEs
- Insurance companies/ Brokers
- Relevant Government Agencies and Statutory Bodies
- Banks and other financial institutions
- Consultants and other service providers
- Developers
- Client & Client Representatives

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelors Degree in Accounting or Business
- CPA
- Must be registered with a professional body

Skills and Experience required for this position:

Skills

- Microsoft Office Skills
- Processing of claims
- Analytical and problem solving skills
- Attention to detail
- Negotiation skills

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- Effective communications skills
- Excellent Time Management
- Interpersonal skills
- Planning and Organising

Experience

- Minimum of 5 years' experience in a similar role in the insurance industry
- Knowledge and previous experience in insurance and risk management
- Experience in delivery of risk advisory services to business operations
- Ability to coordinate and communicate effectively with the insurance agents and brokers
- Must possess effective organisational leadership qualities
- Ability to communicate effectively
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Key Accountabilities

Insurance Portfolio **Managing KCH risk Portfolio and providing oversight of the KCH and SOEs risk strategies including:** - Engages in the supervision of risk assessment to analyze possible risk to projects and business - Maintains current knowledge about risk and develop strategies to navigate and mitigate risk to business operations - Works closely with financial managers and investment analyst to assess financial risk and investment opportunities - Presents risk related analysis while pitching proposed course of action in meetings with management and clients - Uses complex risk analysis models to project future earning and profit potential and uses this data to inform insurance decisions and proposals - Makes decisions about insurance coverage and risk associated with investment opportunities on behalf of KCH and SOEs - Meets with an investment team and SOEs, including analysts and other managers, to stay up-to-date about market situations and company decisions that may impact one another - Takes on high levels of responsibility on behalf of financial institutions, corporate clients, investment organisations, and insurance companies - Develops relationships with clients and expands client network in professional and social settings - Specialises in insurance matters to aspire to achieve expert level knowledge	Project Management & Delivery **Deliver risk initiatives to achieve corporate objectives,** including**;** - Continuously oversee overall performance and analyse methods and performance - Monitoring performance against program and re-assessing efficiency, taking appropriate correct action where necessary - Monitoring contractor's performance to ensure project plans and milestones are met and addressing performance issues - Assessing activities, ensuring a balance between cost and production to meet objectives and time constrictions - Understanding insurance risk and liabilities - Communicating with relevant direct reports or team members in relation to key dates and milestones - Ensure that contractors and suppliers have the capability of meeting project safety and health requirements as appropriate - Identify and document project operational risk analysis from pre-mobilisation stage to project completion - Ensure incidents reported to the relevant parties are fully investigated, reported and closed out and submitted in a timely manner - Maintain clear communication with key stakeholders, including the community
Governance/Standards **Understand and ensure insurance coverage/claims comply with KCH insurance policy and regulatory standards** by;- - keeping abreast of changes in government and regulatory obligations - taking appropriate actions and supporting the implementation of preventative strategies -	Planning and Budgeting **Develop and deliver insurance coverage/claims and recovery goals and objectives** including: - Ensuring insurance budgetary requirements are understood and met - Providing accurate and timely budget forecasts and cost reports - Managing business risks and constraints - Ensuring the appropriate allocation of resources to achieve insurance objectives involving key project team members in planning, procurement and management of resources - Managing the profitability of the project by overseeing budget expenditure, conducting regular reviews against plan and budget and taking corrective actions as required
Risk Management **Ensure risk is managed in a proactive manner,** through:	Business Relationships

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- By identifying, assessing and managing business, community and environmental risks
- Ensuring appropriate and timely risk management procedures are established and maintained
- Conducting appropriate risk assessment at nominated intervals
- Ensuring identified deficiencies are responded to in a timely fashion
- Establishing control mechanisms to prevent occurrence

Build and maintain productive internal and external relationships to facilitate the delivery of insurance services to KCH and SOEs through:

- Creating and maintaining strong relationships with key senior external clients and other key stakeholders
- Understanding key stakeholders requirements and allocated resources to ensure the delivery of effective outcomes
- Satisfying obligations under the contract
- Managing the client's expectations
- Understanding the client's working culture and managing the relationship accordingly

<u>Leadership</u>

Lead and develop an effective and productive team, including:

- managing the work performance of self and direct reports
- developing alignment between team capability and the Corporation's objectives
- ensuring role clarity, including responsibilities and reporting lines, exists for team members
- identifying resource and skill gaps and developing strategies to bridge gaps
- encouraging an environment of sharing knowledge and ideas to ensure continuous improvement within the team
- demonstrating on a daily basis personal behaviours that uphold KCH values with a view to driving these values throughout the Corporation

<u>Team Work</u>

Participate and contribute to an effective and productive team including;

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with KCH and SOEs project implementers.

Incumbent:	**Position: Chief Risk & Compliance Officer**
Signature: Date:	**Signature: Date:**