

SOUTH EAST REGIONAL HEALTH AUTHORITY

JOB DESCRIPTION & SPECIFICATION

POSITION DESCRIPTION

Position Title: Risk and Compliance Manager (GMG/SEG3)

Position Number:

Ministry/Agency: South East Regional Health Authority (SERHA)

Division/Section/Unit: Risk and Compliance Unit

REPORTING RELATIONSHIPS

Position reports to: Regional Director

Positions supervises: None

Approved By:

This document is validated as an accurate and true description of the job when discussed with the incumbent and signed by:

Employee: _____
(Name) (Signature) (Date)

Supervisor _____
(Name) (Signature) (Date)

Head of Division/Unit: _____
(Name) (Signature) (Date)

POSITION PURPOSE:

Reporting to the Regional Director, the Risk and Compliance Manager is responsible for designing the strategy to identify and manage major Financial, Operational, Business Continuity, Legal, Compliance and Reputational Risk for the Health Authority and its assigned entities. Provides guidance on the Health Authority's Risk Response Strategy.

KEY OUTPUTS

- Support & advice provided to the Board of Directors and its Sub-Committees, Permanent Secretary (MOH), Regional Director and Senior Managers
- Reports, Briefs, Position Papers prepared
- Risk Register(s) Established
- Work Plans prepared and Performance Appraisal Evaluations reviewed
- Corporate and Operational Plans documented and implemented and evaluated
- Policies and Procedures for the Division and the Health Authority documented

KEY RESPONSIBILITY AREAS

Management/Administrative

- Under the Board's oversight sets and reinforces the, "everyone is responsible", tone and builds accountability.
- In conjunction with the SERHA Leadership, communicates downward, the organization's vision, mission, core values and commitment to appropriate ethical behaviour by providing subject matter expertise and support to the Regional Director and the Board of Directors.
- Demonstrates and expect others to demonstrate personal and professional behaviours consistent with mission, vision and values of the South East Regional Health Authority.
- Provides guidance for compliance and non-technical risk management planning and execution, including frameworks, in keeping with best practice.
- Provides leadership, innovation, governance, and management necessary to identify, evaluate, mitigate, and monitor the SERHA's Non-technical operational, strategic and reputational risk.

- Develops Risk and Compliance Management (RCM) tools, frameworks, practices, and policies to analyze and report enterprise risks, and to manage risks according to an approved RCM framework.
- Develops non-technical risk management policies and strategies that are in compliance with applicable regulations, standards, and strategic imperatives of the SERHA and work seamlessly with other Risk Management functions in SERHA.
- Oversees or monitor all operational risk management activities of the SERHA and lead engagement activities to empower Leaders in managing their risks.
- Provides guidance to Senior Managers regarding identifying, monitoring and analyzing risks proactively within their Units and report on these to the Regional Director.
- Provides key inputs into the SERHA's HR & Governance Sub-committee.
- Prepares and submit to the Permanent Secretary monthly/quarterly/annual reports or on demand.
- Participate in Investigations and Operational Reviews that affect or can be improved through the RCM effectiveness.
- Any other related duties assigned.

Supervisory Responsibilities

- Manages the welfare and development of staff in the Division through effective performance management, training and development.
- Provides leadership to staff through effective objective setting, delegation, and communication.
- Provides guidance to staff in the Division through coaching, mentoring and training, providing assistance and support as needed.
- Ensures that training and other needs of employees are adequately identified and addressed.
- Ensures that staffs are aware of and adhere to the policies procedures and regulations of the Division and the Ministry.

Technical/Professional Responsibilities

- Assists Heads of Divisions to develop robust risk management framework for their respective business units.
- Reviews strategic and Business Unit objectives to assist with the identification of potential events which can impact their achievement.
- Assists the Board in determining Risk Strategy, Risk Appetite and Risk Tolerance and assist with their review.
- Establishes the structure for risk management (i.e. provide risk management framework).
- Aligns governance, risk management process and internal controls toward achieving the appropriate balance between value creation and value protection.
- Provides advice/assistance to the Board and Executive Management on appropriate responses to major risks identified and assessed. This involves the development and deploying of appropriate tools.
- Acts on risk information on a timely basis and involve the Board in a timely manner.
- Assists management in the design and development of processes and controls to manage risks.
- Identifies changes in the organization's implicit risk appetite and risk tolerance.
- Identifies and monitor known and emerging issues affecting the organization's risks and controls.
- Provides guidance and training related to risk management and control processes.
- Monitors compliance with laws, corporate governance rules, regulations, codes and policies.
- Compiles risk information and prepare and present Board Reports.
- Reviews risk management policies and programmes with a view ensuring continuous improvement.

QUALIFICATIONS AND EXPERIENCE:

Minimum Required Education and Experience

- ❖ Bachelors Degree in Management; Health Service Management; Public Administration; Public Sector Management or equivalent.
- ❖ Risk Management accreditation or certification.
- ❖ Project Management accreditation or certification.
- ❖ Post Graduate qualifications in a related field with specialization in health.
- ❖ Working knowledge of health systems and government legislation relating to health service delivery in the public sector.

SPECIFIC KNOWLEDGE REQUIRED

- Sound knowledge of government legislation regulating the operations of the Ministry of Health and related Agencies.
- Proficiency in either the Committee of Sponsoring Organizations of the Treadway Commission (COSO), or ISO 31000:2009 Risk Management Principles and Guidelines.
- Comprehensive knowledge of Compliance Governance and Risk Management
- Knowledge of Government Procurement Policy
- Knowledge of database management, word processing, spreadsheet and/or presentation software.

REQUIRED SKILLS AND SPECIALISED TECHNIQUES

- Demonstrated financial modelling and analysis skills
- Excellent analytical Skill - must be able to understand the implications and complexities of different regulation.
- Excellent Enforcer - must be able to ensure policies and reduce risk
- Facilitation skills

- Business planning skills to include development of feasibility studies and program analysis
- Excellent communicator, speaker, and listener
- Sensitive to overall system needs and skill to balance with region
- Well developed human relations skills.
- Highly developed analytical and interpretive skills.
- A high degree of initiative.
- Excellent written and oral communication skills.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

Physical Demands - The physical demands described here are representative of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment - Based on the requirements of this job, the work environment characteristics described are representative of those that must be met to successfully perform the essential functions of this job.

Travel - This job requires a moderate amount of business travel.

Work Hours - Required to work beyond normal working hours and at irregular hours as necessary to meet critical time deadlines.

LIAISES WITH:

<u>Internally:</u>	<u>Externally:</u>
Directors of the Ministry	Regional Health Authorities
Divisional Heads	Government Agencies/Ministries
	NGO's
	Insurance Companies

FUNCTIONAL RELATIONSHIP

Gives functional direction to Directors within the Ministry where necessary.

- Serve as a liaison between the Region and Insurance Companies.

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- Confidentiality is preserved
- Records are up-to-date and easily retrievable
- Agreed objectives have been achieved within the prescribed time and budget
- Board Reports are prepared as required
- Annual reports are prepared