



**CIVIL SERVICE OF JAMAICA  
MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY  
Job Description and Specification**

<b>JOB TITLE:</b>	Director, Enterprise Risk Management
<b>JOB GRADE:</b>	GMG/SEG 4
<b>POST #:</b>	73770
<b>PROPOSED DIVISION:</b>	Executive Office
<b>REPORTS TO:</b>	Permanent Secretary
<b>MANAGES:</b>	Enterprise Risk Management Analyst and Administrative Assistant

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION  
OF THE JOB AS SIGNIFIED BELOW:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

**Job Purpose:**

Reporting directly to the Permanent Secretary, the Director is required to lead the Enterprise Risk Management portfolio and is responsible for establishing the Ministry's Risk Management Framework. The incumbent will provide advice and leadership in identifying, evaluating, analysing, and assessing the risks which are inherent to the operations of the Ministry and its' agencies. The Director also spearheads the risk management process in designing, coordinating, and implementing strategies to alleviate possible threats to ensure the achievement of the Ministry's, Agencies, Departments strategic business plans. The Director will also educate and provide advice to internal and external stakeholders on risk management objectives and best practises in an effort to ensure that the Ministry, its agencies and departments are compliant with applicable statues, policies, procedures and standards.

**KEY OUTPUTS**

- Enterprise Risk Management Plan, Policy & Strategy developed and implemented;
- Risk-based Performance Management Framework developed and implemented;
- Enterprise Risk Management process designed and implemented;
- Key Risk Indicators (KPIs) collected, validated, and monitored;
- Risk identified, assessed & evaluated;
- Risk monitored;
- Risk reported;
- Risk Action Plan developed;
- Enterprise Risk Management Sensitization sessions conducted;
- Corporate, Strategic and Operational Plans, Budget for unit prepared and submitted;
- Annual/Quarterly/Monthly/Periodic Reports prepared;
- Risk management capacity building coordinated;
- Technical advice provided;
- Robust risk sensitive culture inculcated;
- Individual Work Plan developed;
- Staff Appraisal conducted.

**KEY RESPONSIBILITY AREAS****Technical/Professional Responsibilities**

- Establishes, implements and leads the Ministry's risk management plan, policy and strategy;
- Facilitates the establishment of an effective wide risk governance framework, including risk appetite, risk tolerance levels and limits;
- Advises on and challenges risk appetites statement(s); identifies changes in GOJ's risk appetite(s) and ensure alignment across the Ministry, portfolio agencies and departments;
- Facilitates and coordinates the implementation of risk management processes in the Ministry in managing its risk environment in a consistent manner across the functional areas and in keeping with GOJ's policy;

- Coordinates and reports on the risk management strategy for the Permanent Secretary to aid in decision making in order to ensure the fulfilling of their risk oversight responsibilities;
- Guides the development and implementation of a risk-based performance management framework to achieve the ultimate mission of the Ministry;
- Develops mechanisms to identify, assess and evaluate risk to enable the execution of the risk management strategy;
- Assesses legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations and their potential impact on the strategic business objectives;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's strategic business objectives;
- Compares identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Validates risk appetite and tolerance with senior management and key stakeholders to ensure alignment;
- Approves and leads implementation of programmes designed to anticipate and to minimize threats to the Ministry;
- Evaluates, monitors and reports on divisional performance to improve the Ministry's risk profile;
- Provides strategic advice and guidance on risk management;
- Develops and implements mechanisms to support the Executive Management team to embed a risk management planning and risk awareness culture;
- Identifies and detects potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding for the Ministry's risk exposure;
- Establishes and implements a Strategic and Operational Risk Register to record, rate, monitor and report risk;
- Promotes and champions initiatives for managing risks to create a robust risk awareness culture;
- Oversees and guides risk owners in the discussion and treatment of individual and aggregate risks;
- Oversees the conduct of regular risk assessments and preparation of all documentation related to risk assessment, and reviews of standard operating procedures ensuring that recommended improvements are fully implemented;
- Prepares and submits timely risk analysis reports for the Permanent Secretary and Senior management team as directed, with recommended action plans for avoidance or prevention of possible threats at all levels;
- Drives initiatives that support enhanced efficiency and effectiveness in all Risk processes;
- Reviews risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;

- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Monitors the internal and external risk environment; identifies and flag risk trends as well as material individual, aggregate and emerging risks that may substantially impact strategy and objectives;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Reviews and assess the Enterprise Risk Management Policy, Strategic and Operational Risk Registers regularly to ensure regulatory compliance and effective risk management is maintained;
- Develops, implements and maintains insurance strategies and financing techniques to appropriately deal with any unanticipated losses;
- Updates and informs Senior Executives of regulatory, legislative and best practices changes and their obligations under these changes, as well as how they impact the Ministry;
- Builds awareness within each Division/Branch of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans;
- Works closely with key stakeholders to understand the business requirement for projects;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of risk management;
- Guides the development and implementation of risk responses to ensure that risk factors and events are addressed in a cost-effective manner and in line with business objectives.
- Coordinate the risk management process in the portfolio Departments mainly to ensure alignment of risk mitigating strategy and reporting purposes.

#### **Management/Administrative Responsibilities**

- Manages the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans;
- Attends Committee meetings as necessary;

#### **Human Resources Responsibilities**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Unit and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Unit;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;

- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well-being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

### **PERFORMANCE STANDARDS**

- Enterprise Risk Management Plan, Policy & Strategy established and implemented in keeping with established standards and specified timeframe;
- Risk-based Performance Management Framework developed and implemented within established guidelines, resources and timeframes;
- Risk monitored in accordance with agreed standards and timeframes;
- Key Risk Indicators (KPIs) collected, validated and monitored in accordance with agreed standards and timeframes;
- Risk report prepared and provided within allotted timeframes;
- Corporate, Strategic and Operational Plans, Budget for the section prepared within established guidelines, resources and timeframes;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Business continuity management processes are fully aligned with the ERM framework and risk management processes;
- Work plans conform to established procedures and implemented accorded to establish rules;
- Reports are evidence-based and submitted in a timely manner;
- Staff managed according to GOJ HR and other established practices and performance appraisals and reviews done and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

### **Internal and External Contacts** *(specify purpose of significant contacts):*

#### **Internal Contacts**

<b>Contact</b>	<b>Purpose of Communication</b>
Permanent Secretary,	<ul style="list-style-type: none"> <li>• Provide expert advice on risk management</li> <li>• Receive guidance</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Chief Technical Director	<ul style="list-style-type: none"> <li>• Provide expert advice on risk management</li> </ul>

	<ul style="list-style-type: none"> <li>• Receive guidance</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> </ul>
Heads of Division and Branches	<ul style="list-style-type: none"> <li>• To receive information</li> <li>• Provide expert advice, guidance and recommendations on risk identification, assessment, management and mitigation matters to influence organisational decisions and initiatives</li> <li>• Report on progress towards business objectives and discuss future directions</li> </ul>
Other Staff	<ul style="list-style-type: none"> <li>• To receive and provide information</li> <li>• To provide capacity building in risk management</li> </ul>

### External Contacts

Contact	Purpose of Communication
Public Expenditure Policy Coordination Division(PXPC), MOFPS – Risk Management	<ul style="list-style-type: none"> <li>• To receive and provide information on reform issues for ERM</li> </ul>
Ministry's Portfolio Departments	To receive and provide expert guidance and information for coordinating risk reports
MDAs Professional/ Regulatory Bodies	Establish professional networks and relationships across other authorities to maintain currency of issues, share ideas and learning, and collaborate on common responses to emerging and/or developing issues

### REQUIRED COMPETENCIES

Core	Level	Technical	Level
Oral communication	4	Strong monitoring, evaluation, analytical and report writing skills	5
Written Communication	4	Use of technology- relevant computer applications such as Microsoft Office Suite and MS Project or other project tool	4
Customer and quality focused	4	Excellent knowledge of ERM framework and tools	5
Presentation Skills	4	Sound Technical Knowledge and expertise to monitor business matters, corporate governance matters, regulatory risks and regulatory change matters.	4

Teamwork and cooperation	4	Sound knowledge of research methodology	4
Negotiating Skills	4	Excellent knowledge of public sector management principles	
Interpersonal Skills and People Management Skills	4	Sound knowledge of government policy formulation, monitoring, and evaluation processes	
Ability to work under pressure	4		
Planning and organizing	4		
Problem-solving/Decision making	4		
Leadership skills	5		

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- MBA or MSc in Risk Management, Management Studies, Public Administration and Business preferably or related discipline
- Specialized training in Risk Management
- Minimum of four (4) years' related experience with at least two (2) years should be in a Risk Management Role.

### **OR**

- BSc in Management Studies, Public Administration, Business Administration or equivalent qualifications.
- Minimum of six (6) years' related experience working with at least three (3) years in a Risk Management role.
- Specialized training in Risk Management.

### **SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Typical office working environs;
- Long working hours during peak planning and budgeting periods as well as being on call to provide support to the Permanent Secretary and other Executive Management staff in preparation for cabinet meetings.

### **AUTHORITY**

- Provide advice to the Permanent Secretary and Chief Technical Director on risk strategy to inform decision making;
- Determines capacity building opportunities in risk management for the Ministry;
- Ensures that the Ministry's Departments/Agencies Enterprise Risk Management Framework aligns to the GOJ's Enterprise Risk Management Policy;

- Determines Enterprise Risk Management initiatives;
- Determines Key Risk Indicators (KRIs);
- Determines risk strategic for the Ministry;
- Determines staff promotion and training;
- Directs the work of the Risk Management Analyst
- Recommends and approve leave for direct reports.