

Position Description



Risk and Assurance Advisor

Date	September 2026
Purpose of position	Provide risk management support for Port Otago by maintaining the risk register, monitor and assist with the development of risk mitigations, supporting the insurance and business continuity programmes, and ensuring compliance, assurance and reporting of critical risk controls to the Chief Financial Officer, Leadership Team and Audit & Risk Committee.
Reports to	Chief Financial Officer
Key Relationships	• Chief Financial Officer • Leadership Team • Board and Audit & Risk Committee • Management Group • Health & Safety team • Insurance brokers and insurers • External auditors and risk/compliance advisors
Qualifications & Requirements	• Tertiary qualification in risk management, business, law, finance or a related field. • 3-5 years' experience in a risk, insurance, compliance or assurance role. • Sound understanding of risk management frameworks and enterprise risk practices. • Experience maintaining risk registers and supporting insurance renewal processes. • Strong analytical and report-writing skills, with the ability to communicate risk clearly to non-specialist audiences. • Proactive, organised, and able to manage competing priorities with high attention to detail. • Good IT and systems skills, including experience with risk management or GRC (Governance, Risk and Compliance) systems.
Direct Reports	None

Core Responsibilities

Health & Safety	• Takes responsibility for own and others safety. • Follow all Port Otago Health and Safety guidelines and procedures. • Reports and escalates Health and Safety issues appropriately to Manager (everybody's responsibility in every situation). • Report all incidents, accident and near misses accurately and in a timely fashion.
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	• Participates in inductions, on-going training programmes and safety drills and briefings. • Ensure strict adherence to safety standards, statutory and legislative requirements, & Port Otago policies and procedures. • Comply with work area PPE requirements. • Follow a “Take 5” personal task hazard identification process as required. • Responsible for ensuring a safe workplace and adherence to good housekeeping practices. • Attendance & involvement at all team Health and Safety meetings. • Support safe behaviours through participation in the Port Otago Drug and Alcohol Programme.
Risk Management	Continuously improve company risk management by: • Maintaining and improve the corporate risk register, working with risk owners across the business. • Facilitate risk assessment workshops and support business units to identify, assess and mitigate risks. • Monitor and report on risk management plans and escalate emerging risks to the Chief Financial Officer and Leadership Team. • Support the development and maintenance of the risk management framework, policies and procedures. • Provide assurance over the critical risk control system verifying controls are in place and effective. • Support the CFO in insurance renewals, claims and broker relationships. • Lead business continuity and crisis management planning and testing. • Prepare risk and critical risk assurance reporting for the Leadership Team, Audit & Risk Committee and Board. • Support internal and external audit processes relating to risk and controls. • Track and report on compliance obligations across relevant legislation and standards.
Business Partnering & Assurance	• Provide risk advice and support to budget holders and project teams. • Build risk awareness and capability across the business through training and communication. • Ensure alignment of operational and corporate risk practices to agreed plans / frameworks.
Continuous Improvement	• Champion a culture of continuous improvement in risk practices and reporting. • Identify and implement improvements to risk systems, tools and processes.
Team Contribution	• Represents Port Otago in a positive and professional manner. • Develops open, honest, and respectful working relationships. • Promotes a cohesive and inclusive team culture. • Adheres to and actively promotes Port Otago policies.

	• Actively listens to other people's ideas and contributes positively to team activities. • Role models transparency, accountability, innovation, and future thinking.
Personal Development	• Plan developed identifying goals, actions and timelines in conjunction with your manager. • Take some responsibility for developing own personal plan in conjunction with the Chief Financial Officer through Connect Conversations.
Other	• Any other duties that may be reasonably required within the scope of this position.

Key Performance Measures

Health and Safety	• To always have safe work practices and to be a role model for others. • All incidents and accidents are reported promptly and accurately. • All hazards identified are reported immediately. • Strive to fail safely and report any incidents to allow us to continually improve. • Compliance with all PPE requirements.
Risk Management	• The corporate risk register is accurate, up to date and reflects current business risks. • Risk and critical risk assurance reporting is delivered accurately and on time to the Leadership Team, Audit & Risk Committee and Board. • Critical risk controls are verified and gaps are escalated promptly. • Supports the renewal of the insurance programme alongside CFO. • Business continuity plan remains current. • Compliance obligations are tracked and met.
Business Partnering	• Budget holders and project teams are well supported with practical risk advice. • Risk awareness and capability across the business is measurably improved.
Teamwork	• Works collaboratively to achieve Port's strategy and goals. • Shows respect for what others are trying to achieve by actively listening and responding constructively. • Promotes good co-operation and communication between teams. • Looks for opportunities to support and assist others.