Position Description

Position title:	Risk Advisor	Date:	January 2024
Reports to:	Head of Quality and Risk	Department:	Quality and Risk
Number of reports:	Direct:0 Total (include indirect):0	Location:	Auckland
Delegated financial authority:	NA	Budget ownership:	No
Level of influence:	Leading self		

Our Organisation

At Southern Cross Healthcare, our vision is to help people live their best lives by reimagining healthcare.

Across our nationwide network, we combine the skills of more than 4,000 people including nurses and anaesthetic technicians, working with specialists, surgeons, anaesthetists, and allied health practitioners.

As New Zealand's largest private provider of healthcare, our strong "for purpose ethos" and through being recognised as one of New Zealand's leading and most trusted brands, we are poised to amplify the delivery of healthcare services like no other.

Vision	Purpose
Our vision is for what we aspire. **To help people live their best lives by reimagining healthcare.**	Our purpose is why we exist. **To advance the provision of quality healthcare in Aotearoa New Zealand.**

Values and Behaviours

Teamwork: We will work together because we know that a strong team will always outperform strong individuals.

Responsibility: We will take ownership and pride in our work. We will act with integrity and be accountable for our behaviour.

Respect: We will act fairly in a culture of mutual trust and respect.

Aspiration: We will aspire to be the best we can be. We will recognise and celebrate success.

Role Purpose

The Risk Advisor will play a vital role in the effective implementation of the risk management framework within Southern Cross Healthcare. Collaborating with the Safety, Quality, and Risk team, you will be responsible for promoting a culture of learning, continuous improvement, and transparency. The focus will be on ensuring the quality, building risk capability, identifying potential risks, and supporting strategies to mitigate these risks across various aspects of Southern Cross Healthcare.

Key Relationships

Internal
- Chief Medical Officer
- Chief Financial Officer
- Quality and Risk Team
- Clinical Governance Committee Chairs and members
- Executive Leadership Team
- General Managers
- Senior leadership teams
- All staff

External
- Joint Venture CEOs and General Managers
- Vendors, external suppliers
- Professional networks
- Regulators

Key Accountabilities

Risk Management Framework
- Lead the development and integration of risk management frameworks, processes, and tools within Southern Cross Healthcare.
- Regularly review and enhance frameworks and tools to ensure alignment with leading practices, the organisation's operating model, and strategic objectives.
- Evaluate the effectiveness of the Framework by conducting risk management maturity assessments to drive continuous improvement.

Risk Analysis and Management Services
- Oversee the performance of the organisation's Risk System, SafeHub, to deliver the required functionality to meet Southern Cross Healthcare risk management objectives.
- Ensure the quality assurance of risk data in the Risk System, establishing it as the definitive source of accurate information.

- Assist teams throughout the network in understanding and managing their risks, facilitating strategic and operational decision-making by offering general guidance, training, and specialised support, including analytical and statistical insights as needed.
- Coordinate the evaluation of risks within business units, providing constructive and consistent feedback to senior leadership teams.
- Establish relationships across the network to seamlessly incorporate risk concepts and insights into various processes and disciplines, including strategy development, project management, clinical safety, health and safety, emergency management, insurance, internal audit/assurance, and compliance, as appropriate.
- Facilitate the identification, analysis, and ongoing monitoring of risks at the organisational level, and communicate findings on established and emerging risks to the Executive/Senior Leadership Team and the Executive Risk Committee.
- Utilise risk analysis techniques to validate Southern Cross Healthcare's risk appetite, ensuring alignment with the policies, guidelines, and risk mitigation plans.
- Establish and maintain an efficient risk reporting framework that establishes connections between Southern Cross Healthcare strategic risks, organisational and business unit-level risks, and project-specific risks.
- Manage the Southern Cross Healthcare's risk reporting process, consolidating risks to form a comprehensive risk profile.
- Monitor and report regularly on Southern Cross Healthcare's overall risk profile.
- Keep the Executive Leadership Team informed about critical risks, issues, and proposed strategies for mitigation.
- Stay current with the latest risk management best practices and evolving organisational needs and issues related to risk management.
- Manage the creation/enhancement of supporting guides and training materials, including e-learning products.

Risk Management Governance
- Coordinate meetings and dates, support committee members with preparation and review of agenda and meeting papers, distribute meeting packs, complete post meeting follow-up, including maintenance of records.
- Deliver comprehensive reports to the Board and Executive Risk Committees of Southern Cross Healthcare, collaborating closely with Quality and Risk and Chief Financial Officer .

Relationship Management and Communication
- Cultivate and sustain effective relationships with stakeholders, including the Governance committee members, senior managers, project team members, external agencies, and vendors.
- Regularly engage with Governance teams and project leads to discuss milestones, reporting requirements, and dependencies.
- Influence, motivate, educate, and advise senior leadership and staff on the significance of risk management, utilising the approved risk methodology and tools.
- Enhance the risk management capability of senior leadership and staff by providing sound advice, guidance, facilitating workshops, and offering training as needed.
- Advocate for risk management practice throughout Southern Cross Healthcare, leveraging relationships, sharing best practices, and serving as an effective role model.

- Ensure communications are timely, easily understood, and tailored to the audience's needs.

Health, Safety and Wellbeing
- All employees are responsible for complying with health and safety policies and procedures.
- You are responsible for your own health and safety while at work and ensuring that your actions or inactions do not put others at risk.
- Identify, report and self-manage hazards where appropriate.
- Ensure that you complete early and accurate reporting of incidents at work.
- Participate and co-operate for shared health and safety responsibilities.
- Actively participate where improvements to health and safety at SCHL can be made.

Commitment to the principles of Te Tiriti o Waitangi
- Demonstrate awareness and understanding of Te Tiriti o Waitangi obligations through manaakitanga (respect) and kawa whakaruruhau (cultural safety) as evidenced in interpersonal relationships.

Commitment to Diversity, Equity, and Inclusion (DEI)
- Honour diversity by acknowledging and respecting others' spiritual beliefs, cultural practices and lifestyle choices as evidenced in interpersonal relationships.
- Seek opportunities to include diversity, equity and inclusion practices in everyday work.

Commitment to Environment, Social and Governance (ESG)
- Engage in sustainable practices whenever possible. Try to reduce the environmental impact of your work and take an active role to initiate change to meet Southern Cross' ESG (Environmental, Social and Governance) commitments.
- Actively engage to improve your knowledge regarding sustainable practices whenever possible.

Role Requirements	
Experience and skills required:	**Education and qualifications required:**
5+ years of experience in risk management and an interest in training and education of staff across the organisation. - Strong analytical skills to assess complex healthcare data and identify potential risks. - Critical thinking abilities to evaluate situations, foresee potential issues, and recommend effective risk mitigation strategies. - Supports the implementation of changes required to foster a new organisational culture.	A relevant bachelor's or master's degree in fields such as healthcare management, business administration, risk management, or a related discipline.

- Excellent written and verbal communication skills and personal presentation.
- Clear logical thinking, well developed time management capability, and ability to work to deadlines.
- A mature, professional, and friendly demeanour
- Ability to establish and maintain great working relationships.
- Ability to maintain confidentiality, and work with minimum supervision as part of partnership.
- Reliable and flexible
- Experience in governance.
- Advanced written English and high level of accuracy and proficiency in typing and proof reading.

Experience and skills desirable:
- 5-10 years of experience as a risk advisor
- Having worked in a professional services environment (or similar).

Leadership Attributes

Human Centred Leadership
- Empathy
- Adaptability
- Connection

Performance Coach
- Accountability
- Engagement
- Collaboration

Change Enabler
- Execution
- Energy
- Contribution