GOVERNMENT OF JAMAICA
JAMAICA LIBRARY SERVICE
JOB DESCRIPTION AND SPECIFICATION
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JOB TITLE:	**Enterprise Risk Management Analyst**
JOB GRADE:	GMG/SEG 3
POST NUMBER:	352342
DIVISION/SECTION:	Office of the Director General
REPORTS TO:	Director, General
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee	Date
Manager/Supervisor	Date
Head of Department/Division	Date
Date received in Human Resource Division	Date Created/revised

Strategic Objective

To effectively develop and implement mechanisms to monitor and support the oversight of the Jamaica Library Service (JLS), ensuring compliance with the relevant policies and procedures, as well as providing technical support to internal and external partner's interactions with the organization, through the development of internal and external communications strategies, project management, risk management, and corporate governance.

Job Purpose

Under the general direction of the Director, General, the Manager, Risk Management is responsible for facilitating the identification, evaluation and analysis of risks inherent to the operations of the organisation and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks.

The Incumbent assists the Director, General in providing support to the Management team in ensuring the organisation is compliant with regulations, legislature, policies, procedures and standards. The incumbent also participates in educating and advising management and staff on risk management objectives.

Key Outputs:

- Information/documentation on risk scenarios collected and reviewed;
- Potential threats and vulnerabilities identified;
- Strategic and Operational Risk Register updated and maintained;
- Risk scenarios assembled and analyzed;
- Key Risk Indicators (KRIs) collected, validated and monitored;
- Risk Reported;
- Annual/Quarterly/Monthly/Periodic Reports prepared;
- Advice and interpretation provided;
- Individual Work plan developed;

Key Responsibility Areas:

Technical /Professional Responsibilities

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective managers legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies, with senior leadership potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;

- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the MDA;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senor leadership and key stakeholders to ensure alignment;
- Assists in the development of a risk awareness programme and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitor and communicate Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- 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;
- Influences and when necessary, challenges decisions that give rise to material risks;
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans.

Management /Administrative Responsibilities

- Contributes to the development, implementation and monitoring of the corporate / operational plan and annual budget;
- Prepares procurement plans and budget to support activities;
- Prepares and submits reports and other documents as required;
- Represents the organization at meetings, conferences, seminars and other fora as required and provide reports to the Director General;

Other Responsibilities

- Performs any other related duty that may be assigned by the Director, General;

PERFORMANCE STANDARDS

- Information/documentation on risk scenarios collected and reviewed in accordance with established procedures agreed timeframes;
- Potential threats and vulnerabilities assessed in keeping with risk management principles and practices;
- Strategic and Operational Risk Register updated and maintained in accordance recognized risk management principles and timeframes;
- Risk scenarios assembled and analyzed in keeping with agreed standards and timeframes;
- Key Risk Indicators (KRIs) collected, validated and monitored in accordance with agreed standards and timeframes;
- Risk report prepared and provided within allotted timeframes;
- Annual/Quarterly/Monthly/Periodic Reports prepared;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff;
- Individual work plan developed in time specified and targets are specific, measurable, attainable, resourced and time bound;
- High ethical standards are maintained in the conduct of professional and personal business;
- Harmonious relations are maintained with staff members and external contacts.

INTERNAL AND EXTERNAL CONTACTS

INTERNAL CONTACTS

Position Title	Purpose of Communication
Permanent Secretary	To provide information
Chief Technical Director – Corporate Affairs & Governance	To receive guidance and provide information.
Director Strategic Planning	To receive guidance and provide information.
Heads of Division/Directors within the Ministry/Agencies	To obtain/share information and collaborate on work initiatives
All other members of staff	To obtain/share information and collaborate on work initiatives

EXTERNAL CONTACTS

Position Title	Purpose of Communication
Ministry of Education	

Ministry of Finance and the Public Service	To obtain/share information and collaborate on work initiatives.
Office of the Cabinet	To obtain/share information and collaborate on work initiatives.
Planning Institute of Jamaica	To obtain/share information and collaborate on work initiatives
GOJ MDA's	To receive and provide information
Other Local and International Stakeholders	To obtain/share information and collaborate on work initiatives

Required Competencies:

Core

- Excellent oral and written communication;
- Good strategic and analytical thinking skills,
- Problem solving and decision making skills;
- Excellent planning and organizing skills;
- Demonstrated ability to work well within a dynamic team
- Possess and exercise high integrity and ethical standards
- High attention to detail/ focus
- Ability to foster team work and cooperation
- Ability to maintain confidentiality
- Ability to work on own initiative
- Excellent Interpersonal skills
- Excellent time management skills with respect to setting priorities and managing multiple workflows against tight deadlines;
- Possess the ability to interact co-operatively with others and to build long term internal and external relationships
- Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems (Statistical Software).

Technical

- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored;
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements;
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools.
- Sound Enterprise Risk Management principles and philosophy;
- Sound understanding of enterprise risk management frameworks and tools;
- Knowledge of best practice standards for Risk Management, Business Operations and Information Technology Operations and Processes;
- Knowledge of the principles of Public Sector management;
- Demonstrated knowledge of strategic planning and performance management;

- Knowledge in project management;
- Sound knowledge of research methodologies;
- Demonstrated knowledge of analysing qualitative and quantitative data.

Minimum Required Education and Experience

- Bachelor of Science Degree in Management Studies, Public Administration or a related discipline;
- Training or experience in Risk Management would be an asset
- Three (3) years related work experience,

Authority:

- N/A

Special Conditions

- Normal working environment
- There can be high pressure when deadlines are to be met
- May be required to work beyond normal working hours,
- May be required to work weekends/holidays,
- Travelling with island wide in the execution of duties;