



## Housing Authority

### Position Description: Risk & Compliance Officer

<b>Position</b>	<b>Risk &amp; Compliance Officer</b>
<b>Incumbent</b>	<b>Vacant</b>
<b>Reports to</b>	<b>Manager Internal Audit, Risk &amp; Compliance</b>
<b>Date</b>	
<b>Reporting Positions:</b> There is no position that reports to this position.	
<b>Purpose:</b> To assist in the overall Design and implementation of Risk Management Framework and Risk appetite statement aligned to best practice and ISO 31000 and operating independently of other departments.  To assist and ensure that the Housing Authority is conducting its business in full compliance with all laws and regulations that pertain to its particular industry, as well as professional standards, accepted business practices, and internal policies and standards. This job description is not intended to be all-inclusive	
<b>The key responsibilities include but are not limited to:</b>  The Job holder has the following accountabilities: <ol style="list-style-type: none"> <li>1. Assist with implementation of Risk Management Policy and Framework requirements and ensure sustainability;</li> <li>2. Provide assistance in reviewing Risk Appetite Statements for Housing Authority;</li> <li>3. Monitor and oversee the key risks and related key controls that exist in the Authority and provide recommendations to Manager Internal Audit, Risk &amp; Compliance for material changes to the Authority's risk profile;</li> <li>4. Act as the Custodian of the Authority's Risk Register and Incident Register;</li> <li>5. Oversee the day-to-day incident management process including timely reporting;</li> <li>6. Conduct independent review of all risk assessments done by the Division in relation to new/material changes to processes, products, projects and business initiatives;</li> <li>7. Oversee key risk indicators for all key risks and undertake ongoing monitoring/escalation of the movements with Management;</li> <li>8. Assist in investigating, monitoring and reporting of incidents and breaches;</li> <li>9. Assist with ongoing training and awareness on all key aspects of Risk Management with the Divisions;</li> <li>10. Work with Legal Counsel to ensure obligation register is implemented and changes are upgraded regularly;</li> </ol>	

11. Assist Senior Internal Auditor to Plan and Coordinate compliance audits to ensure business is compliant to HA's obligation requirements, including compliance policies;
12. Monitor and ensure compliance with the Internal & External Policies, Laws and Regulations;
13. Regular Follow-up on Audit Issues, Board Action Items and risk events as when required.

**Working Relationships:**

**Internal**

Chief Executive Officer  
 Customer Relations  
 Credit Management & Lending  
 Finance & Administration  
 Land & Housing Development  
 Legal Counsel  
 Human Resources & Training

**External**

Financial Institutions and Auditors Institutes (KPMG, PWC)  
 HA Stakeholders  
 Government statutory bodies  
 HA Customers

**Major Challenges:**

- To ensure that the Authority has the ability to achieve its objectives through its employees;
- To drive change management in order to create an organisational culture that improves employee commitment, motivation, and productivity

**Competencies, Experience and Qualifications:**

The following competencies, experience and qualifications are required to do this job:

- Degree in Accounting, Finance or an equivalent qualification;
- Minimum 3 - 5 years' experience in risk, compliance and governance functions;
- Member of Institute of Internal Auditors or recognized professional body;
- Group 2 Driving license
- A sound knowledge of Risk, Compliance and Audits processes
- Excellent written, oral communication ability and presentation skills
- Strong time management and organizational skills
- A proven ability to identify areas that need improvement and implement sound change management

**Position Holder:** Vacant

**Date:** \_\_\_\_\_

**Manager Internal Auditor, Risk & Compliance:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Executive Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_