



Risk Officer

POSITION DESCRIPTION FORM

Region / Portfolio:

Governance and Corporate Support

Directorate / Command / District / Division:

Business Development Division

Business/Work area:

Risk Management

Position Description Number:

Generic 511

Level:

Level 5

Employment Conditions

Industrial Agreement/Award: Current PSA, PSCSAA and if applicable Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Enhances the agency's knowledge and awareness of risk management through coordinating and monitoring the components of the Enterprise Risk Management and Business Continuity programs.

Role of Work Unit

The Risk Management team leads the development of the agency's enterprise risk management framework and the coordination of the agency's business continuity plans.

Reporting Relationships

This position reports to:

- Executive Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

Position Title: Risk Officer	Level: Level 5	Position Number: Generic 511
---------------------------------	-------------------	---------------------------------

Key Accountabilities

1 Organisational Risk Management and Business Continuity (65%)

- 1.1 Provides assistance to the Executive Manager with the development, implementation and ongoing coordination of the WA Police Enterprise Risk Management Program and Business Continuity Management Program, ensuring compliance with AS ISO 31000:2018, Public Sector Commission Circulars, Treasury Instructions and other statutory instruments.
- 1.2 Supports and contributes to increasing agency-wide awareness of the Enterprise Risk Management Framework and Business Continuity Management Program.
- 1.3 Coordinates and maintains the agency's risk management and business continuity systems and registers.
- 1.4 Administers and maintains APRO system, including user onboarding, permissions management, deactivation, and periodic user access reviews.
- 1.5 Develops, updates and maintains user guides, training materials and system support documentation.
- 1.6 Coordinates system upgrades, enhancements and configuration changes in liaison with ICT and external service providers.
- 1.7 Provides user support and assistance, resolves system issues and identifies opportunities to improve the system, data quality and reporting accuracy.
- 1.8 Assists in ensuring ongoing compliance with relevant legislative and government requirements, including the agency's policies, programs and procedures.
- 1.9 Monitors the agency's risk management and business continuity issues and trends, including compliance issues, and prepares reports for management.
- 1.10 Assists in preparing reports for the Director and relevant committees to support corporate decision-making processes.
- 1.11 Identifies opportunities to improve risk management, APRO system capability and business continuity programs.

2 Liaison and Engagement (30%)

- 2.1 Provides subject matter expertise and advice to agency staff in relation to risk management, business continuity planning and system use.
- 2.2 Delivers or assists in the delivery of APRO system support sessions, workshops and training to staff across the agency.
- 2.3 Undertakes risk assessment and participates in business continuity planning sessions as directed by the Executive Manager.
- 2.4 Maintains positive working relationships with key stakeholders and risk management personnel across the agency.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

Position Title: Risk Officer	Level: Level 5	Position Number: Generic 511
---------------------------------	-------------------	---------------------------------

Work Related Requirements

Essential

Context in which work related requirements will be applied and or general standard expected.

Risk management and business continuity skills Applying risk and business continuity management principles and procedures. Ensuring compliance with statutory and government requirements and relevant industry standards, including the accurate use of organisational risk management systems and tools.

Program management skills Documenting, implementing and evaluating an agency-wide risk management program to integrate and sustain cultural and organisational change. Supporting staff in the effective use of risk management procedures and systems.

Analytical and conceptual skills Conceptualising and analysing issues relating to risk management at various levels. Developing and implementing effective solutions to problems, including preparing compliance reports and interpreting data or outputs generated from risk and business continuity systems.

Communication and interpersonal skills Establishing and maintaining effective working relationships. Liaising with a wide range of stakeholders. Preparing reports, briefing notes and other documents relating to risk and business continuity activities. Providing guidance to staff on the application of risk management processes and supporting systems.

Corporate system/s and information management skills Supporting the administration and use of corporate risk management and business continuity systems including maintaining data quality and ensuring effective system use.

Desirable

Experience using or supporting an enterprise risk management system Including system user support, data maintenance and contributing to system improvement activities.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is **Leading Others**.

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Senior Organisational Design Consultant Organisational Design and Analysis	Helen Mashiah	22/01/2026
A/Assistant Director Business Development Division	Steve Nicholas	22/01/2026