



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Risk Management Analyst
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Policy Planning and Development Division/Risk Management Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Risk Management
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

1. JOB PURPOSE (Reason for Existence)

Under the general direction of the Director, Risk Management, the Risk Management Analyst is responsible for facilitating the identification of risks throughout the Ministry, Departments and Agencies (MDA's).

2. KEY OUTPUTS (Results, Deliverables)

- Formants on risk issues developed, reported and monitored;
- Methodologies for the assessment of risks developed;
- Risk data collected and analyzed;
- Risk Registers updates provided;
- Risk management processes evaluated;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)**A.) Technical/Professional Responsibilities;**

- Supports the Director, Risk Management in all aspect of the enterprise-wide risk management programme;
- Develops, reports and monitors formats on risk management issues;
- Develops methodologies for the assessment of risks throughout the MDA's;
- Collects and analyses risk data to provide information to the Permanent Secretary and the Risk Management Committee to support decision making and the necessary inputs into related reports;

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- Provides necessary risk registers updates and related analysis to allow consistent and accurate risk reporting;
- Improves and manages a comprehensive set of Risk Management (RM) tools, practices, policies to analyze and report risk;
- Integrates RM tools and functions (policies, control documentation assessments reporting) and implements risk reports including losses and incidents, key risk exposures and early warning indicators;
- Analyzes, monitors and informs Director, Risk Management of risks while further building alliances internally to positively influence identification and resolution of significant risk/opportunities;
- Creates schedule for enterprise risk reporting requirements/presentations;
- Reviews all potential risk factors in the Ministry;
- Predict future trends from the current developments and make recommendations in keeping with strategic objectives of the Ministry;
- Provides consultation and assurance services on the Ministry's risk management processes;
- Evaluates risk management processes and reports key risks;
- Works collaboratively with MDA's to ensure a consistent integrated approach to risk management;
- Attends meetings relating to risk management activities;
- Prepares and submits monthly report on activities undertaken.

B.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Risk Management

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4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Formants on risk management issues developed, reported and monitored within prescribed timeframe in keeping with international standards;
- Methodologies for the assessment of risks developed in accordance with established guidelines ;
- Risk dated collected and analyzed in a timely manner;
- Risk Registers updates provided on a quarterly basis or as the need arises;
- Risk management processes evaluated in keeping with set guidelines and international standards;
- Reports prepared are accurate, comprehensive and submitted in a timely manner;
- High ethical standards are maintained in the conduct of professional and personal business.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Policy, Planning and Development	Obtain and provide advice, receive directives and guidance, issues relating to risk management, information regarding portfolio and provide feedback
Director, Risk Management	Obtain and provide advice, receive directives and guidance, work assignment, information regarding portfolio and provide feedback
Risk Management and Audit Committees	Collaborate, obtain and share information.
Senior Directors/ Programme Managers	Matters relating to risk management processes
Regional Health Authorities – Regional	Collection of data for risk assessment

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Contact (Title)	Purpose of Communication
Directors, CEO's in Departments and Agencies	

ii) External Contact

Contact	Purpose of Communication
Risk Management team in other ministries	Matters relating to risk management arrangements and challenges. Share information

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Ability to define duties clearly;
- Good decision-making and critical thinking skills;
- Good networking and relationship-building skills;
- Strong analytical and problem solving skills;
- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to prioritise among conflicting demands;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing with sensitive and confidential information;
- Negotiating skills;
- Strong goal/result orientation;

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- Keen listener;
- Managing external relationships
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

Technical

- Sound knowledge of Government's regulations and procedures;
- Knowledge of Government's administrative systems and operations management;
- Strong knowledge of the Ministry's policies and procedures;
- Strong knowledge of Risk Management policy, practices and procedures;
- Knowledge of Risk Management Model, Risk Control and Crisis Management;
- Understanding of macro issues;
- Knowledge of research methodology;
- Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Management or Business Studies, Risk Management;
- Five (5) years working experience, two (2) of which should be in Risk Management;
- Certified Risk Management designation required.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;

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- Required to travel locally.

9. AUTHORITY TO:

- Collects and analyses risk data;
- Evaluates risk management processes.

10. WORKING CONDITIONS

- Normal office conditions;

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