

JOB DETAILS

Job Title

Business Manager: Risk Management

Division

Risk Management

Unit

Risk Management

Remuneration

864 056,00

Job Type Classification

Permanent

Location - Country

South Africa

Location - Province

Gauteng

Location - Town / City

Centurion

Email CV to

recruitment@tianaconsulting.co.za

Enquiries to

011 431 1354

MAIN PURPOSE OF THE JOB

To provide a business management support function through the coordination of various strategic initiatives and operations management interventions thereby supporting the Chief Risk Officer and the team to achieve effective and efficient application of resources. To support the Chief Risk Officer and the business unit team with various activities with particular emphasis on Business Planning, Performance Management, Project Coordination, Risk Management, Change Management, Operational and Administrative functions while facilitating proper governance and compliance to legislation and best practice within the framework of the Land Bank's policies and guidelines.

Key Performance Areas

1. Business Planning at Divisional level

In liaison with the Chief Risk Officer coordinate various business planning and strategic initiatives and projects on behalf of the various Departments within the Division. These include amongst others the following:

- Coordinate and contribute to the development and implementation of the Corporate plan and Divisional plan to execute agreed strategic objectives
- Work with team members and secures cooperation from colleagues and divisional team members to implement key strategies, projects and initiatives as identified for the division.
- Coordinate, monitor, track and report on these strategies and initiatives including recommending enhancements/changes as and when required.
- Provide business intelligence to the CRO by conducting studies, research and keeping abreast on issues affecting areas of responsibility which inform the direction of the Business Unit.

2. Strategic Coordination and Preparation for Meetings, and Engagements

- Prepare the divisional annual calendar
- Engage with CRO's direct reports and prepare the agenda for the Management Committee (Manco)
- Track all resolutions and action items arising from the Manco meetings

- Coordinate and/or prepare any required concept documents, reports, memos, letters, and presentations on behalf of the CRO/General Managers as and when required.
- Research, collate any relevant information and scrutinise complex submissions/reports and provide input or feedback to the CRO
- Prepare content for and presentations on behalf of the CRO or other team members aligned to the Land Bank brand
- Prepare the CRO's Exco, Business Review and other Committee or Board submissions and other initiatives as required.
- Coordinate external stakeholder communication
- Monitor implementations of resolutions and ensure follow through actions are completed
- Follow up on action items and ensuring that all actions are done by the agreed deadline.

3. Operational and Divisional Efficiencies

Proactively support the CRO with specific reference to the following:

- Manage the effective flow of information and documents across the division down to implementation level
- Monitor and evaluate efficiencies and identify opportunity for enhancement including improvement of products and services through established mechanisms
- Champions new ways of delivering services that contribute to the improvement of processes in order to achieve organisational and divisional goals
- Act as the Budget Controller for the CRO, monitor and report on variances concerning the budget.

4. Risk, Governance and Ethics Management

- Represent Division as a Risk champion.
- Monitor aspects related to business continuity and Enterprise Risk Management.
- Identify potential risks within areas of responsibility and make recommendations to mitigate identified risks.
- Updating risk register and tracking progress
- Incident management report
- Implements innovative service delivery options in own section
- Follow-up on Audit and Risk matters and required actions pertaining to the division
- Ensure the updating and development of the ERM Framework and sub-frameworks including risk policies.
- To embed and mature the Enterprise Risk Management Framework.
- Reporting on ERM via the Divisional Mancos, EXCO and Board Risk and Governance Committee.

5. Project Management

- Plan, manage, monitors and evaluates activities around designated strategic projects in order to support the delivery of desired outputs and outcomes.
- Monitor and track project goals and objectives and progress within prescribed time frames and funding parameters.

- Coordinate high level meetings and events in collaboration with the relevant support divisions related to the project

6. Divisional Performance Reporting

Compiles divisional Performance Reporting to:

- Develop and manage the implementation of business unit performance monitoring processes
- Assist the CRO to develop appropriate management analytic processes that enable effective reporting on the business performance at divisional level
- Package the performance reports for submission to various stakeholders.
- Prepare and coordinate submissions for quarterly or periodic reporting with the relevant General Managers

7. People Management

- Performance Management
- Capacity Planning

Preferred Minimum Education and Experience

- Postgraduate tertiary qualification in relevant area of focus / Business Administration
- 5-8 years Relevant work experience as a Business Manager / Management Consultant / Project Manager / CRO Coordinator
- 5 years Leadership experience in a comparable environment

Critical Competencies

- Analytics (relevant to the function)
- Legislation
- Strategic Report Writing
- Microsoft Office
- Project Management Principles
- Financial Principles
- Strategic Planning and Processes
- Governance and Risk
- Sub-committee meetings and Board knowledge

Additional Requirements

- Extended hours as and when required
- Travel as and when required