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| **Position Description** |
| Job title: | Risk Coordinator |
| Location: | Head Office, Lower Hutt, Wellington |
| Reporting to: | Associate Director | Delivery & Governance |
| Date: | May 2025 |
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| **Purpose** |
| The Risk Coordinator will play a critical role in strengthening the organisation’s corporate risk posture. This role will focus on the coordination and administration of corporate risk management practices, support for ISO 27001 certification, and the integration of delivery risks into the broader governance framework. It also includes the exploration and adoption of AI-enabled tools to support proactive, scalable risk management. The Risk Coordinator works closely with Senior Delivery Leads, value stream teams, and operational units to embed governance, drive compliance, and support continuous audit readiness. |
| Result area | Activities |
| Corporate Risk Coordination | * Maintain the corporate risk register and ensure timely updates in collaboration with key stakeholders.
* Facilitate regular risk reviews and ensure mitigation actions are tracked and addressed.
* Support alignment of delivery and operational risks with the overarching corporate risk profile.
* Integrate risk insights into broader governance reporting and dashboards.
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| ISO 27001 Certification Support | * Support preparation, implementation, and maintenance of ISO 27001 certification.
* Coordinate with business units to ensure adherence to ISMS policies and audit requirements.
* Track corrective actions and improvement plans related to external and internal audits.
* Contribute to ISO control documentation and continuous audit readiness.
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| Delivery Risk Integration | * Partner with Senior Delivery Leads to extract, analyse and escalate delivery risks relevant to corporate exposure.
* Provide tools and support to ensure delivery risks are accurately captured and integrated into the corporate register.
* Act as a conduit between delivery operations and corporate governance forums.
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| AI-Enabled Risk Practices | * Explore and evaluate AI-powered solutions for risk detection, trend analysis, and automated reporting.
* Pilot the use of AI in capturing and synthesising risk data from delivery artefacts.
* Work with stakeholders to adopt scalable, efficient AI tools that enhance transparency and insight into enterprise risk.
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| Reporting & Communication | * Provide regular reporting and insights for executive governance forums.
* Support the creation of risk dashboards and visual reporting using available tools.
* Promote awareness and understanding of risk and compliance obligations across the business.
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| Health & Safety | * Report all hazards or unsafe situations.
* Report all accidents/incidents including near misses.
* Work safely and use all protective equipment if required.
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| Other Duties | * Carry out other duties as requested.
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| **Experience and qualifications** |
| **Qualifications*** 3–5 years’ experience in risk coordination, compliance, or delivery governance roles.
* Working knowledge of ISO 27001 certification or other security/compliance standards.
* Experience working in project delivery or PMO environments desirable.
* Strong written and verbal communication skills with ability to engage across levels.
* ISO 27001 Foundations or Lead Implementer certification (or willingness to obtain).
* Qualifications in risk management, compliance, or project management (e.g. PRINCE2, PMP, Agile).

**Attributes*** Detail-oriented with strong organisational and coordination skills.
* Ability to work autonomously while collaborating across teams.
* Calm under pressure and responsive to dynamic delivery environments.
* Proactive and passionate about building a culture of risk awareness and compliance.
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