

Title:	<b>RISK ANALYST</b>
Unit:	<b>Risk Analysis</b>
Office:	<b>Office of Project Management</b>
Responsible to:	<b>Senior Head, Project Management</b>

### Overall Purpose of Position

The Risk Analyst is responsible for identifying, analysing and responding to risks throughout the entire project life cycle, with particular emphasis given during the planning and execution phases of a development. He or she will assess the potential impact of those risks on the project and provide recommendations to management on how to mitigate against these risks for the successful completion of a project.

### Overview of Main Responsibilities

- Undertakes risk elicitation, refinement, characterisation, and quantification.
- With assistance of the internal audit office, develops a risk management framework.
- Develops a decision support process to guide the evaluation of project risks.
- Provides project risk analysis and risk management reviews to assist with successful project delivery.
- Reviews project documentation prior to the design reviews, attends and actively participates in the site review activities and provides other necessary expert advice in relation to project risk.
- Conducts and /or facilitates qualitative and quantitative risk workshops.
- Designs and presents a risk mitigation strategy for a particular project and oversees its implementation.
- Identifies preventative measures to avoid a risk or to reduce its effect.
- Establishes contingency plans to deal with risks if they should occur.
- Quantifies costs and schedule consequences of significant project risks.
- Initiates research and investigations to reduce uncertainty / risk through better information.
- Considers risk allocation in contracts.
- Provides regular updates about risk analysis progress to the Chief Officer, Project Management and drafts and presents reports to upper executives as required.
- Guides and /or advises internal departments on project risk issues.
- When required, assists the Chief Officer, Project Management in drawing newly required policies and procedures in relation to risk management and/or recommends improvements on existent ones.
- Introduces best practices and where appropriate relevant accreditation in relation to risk assessment.

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**Closing date for submission of application: 1600 hrs of Wednesday 30<sup>th</sup> December 2009**

## Skills

Computer literacy.	High
Numeracy.	High
Ability to interpret figures.	High
Written and verbal communication skill.	High
Interpersonal and presentation skills.	High
Networking ability.	Medium
Negotiation skills.	Medium
Leadership.	Medium
Organisation and planning skills.	High
Analytical, evaluative and problem-solving abilities.	High
Set and manage priorities judiciously.	High
Able to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High
Ability to probe and question.	High
Assertiveness.	Medium

## Knowledge

Tertiary qualification in Engineering, Architecture, Mathematics, Construction Management, Accountancy, Management or related disciplines.	Mandatory
Accreditation in risk management.	Desirable
Sound knowledge project risk analysis techniques and methodology.	Mandatory
Knowledge of applicable laws and regulations as they relate to environmental and urban planning.	Mandatory

## Experience

Minimum of 2 years experience in a risk analysis environment.	Mandatory
Experience in risk analysis in construction.	Desirable

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