

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Senior Manager – Risk & Compliance	Direct Reports: (3)	Manager – Health & Safety; Risk & Compliance Officer (Laws, Regulations, Standards & the Environment); Emergency Response & Business Continuity Coordinator; Quality Assurance Coordinator.
Reports to:	Chief Corporate Services & Administration Officer	Internal Contacts:	All Employees
Department:	Risk & Compliance	External Contacts:	Customers, Stakeholders, private and public sector agencies, regional and international agencies
Classification	Grade 4	Revised	July 10, 2024

JOB SUMMARY:

The job holder will be responsible for developing and implementing risk management strategies, policies and procedures to ensure regulatory compliance and mitigate potential risks to the Authority.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Strategic Planning:

- Develops and implements an effective enterprise risk management framework and compliance program tailored to the Authority's needs.
- Monitor and assess risks associated with business operations and develop strategies to mitigate these risks.

Team Management:

- Lead a team of risk and compliance professionals, providing guidance, coaching and support to ensure departmental goals are met.
- Establishes performance goals which are tailored to the core functions of each department and ensures that progress is being made and desired results are achieved;
- Appraises and evaluates the results of the overall internal operations, regularly and systematically, and reports these results to the Supervisor.
- Prepares performance management plan (PMP), conducts mid-year check-in sessions and annual performance appraisals for all direct reports

Auditing:

- Compliance audits for operations/financial audits to identify opportunities, process improvements, etc.
- Liaises with internal and external auditors.

Regulatory Requirements:

- Ensures compliance with regulatory requirements and internal policies.
- Ensures that the occupational safety and health standards are met at all times at the Port.
- Stays abreast of regulatory developments and industry trends to ensure the Authority remains compliant with all relevant laws and regulations.
- Oversees corporate governance frameworks and practices to uphold ethical standards and transparency.
- Collaborates with other departments such as Legal, Finance and Operations, Engineering to address compliance issues and implement best practices.
- Prepares reports and presentations for senior management and stakeholders on risk management and compliance activities.

Operational Leadership

- Provides leadership and guidance to functional departments to ensure alignment with strategic goals and objectives.
- Drives operational excellence through continuous improvement initiatives and performance monitoring.
- Conducts a risk assessment of the annual budget process.
- Fosters and cultivates a culture of risk awareness within the organization
- Co-ordinates control self-assessment training and/or workshops among team members
- Conducts a risk assessment of projects before they are undertaken and compile report to the relevant Committees of the Ports Council.

General Management

- Maintains continuous lines of communication, keeping the Chief Corporate Services and Administration Officer informed of all critical issues;
- Identifies and engages individual experts, as well as informational resources, that can help frame and advance SLASPA's work on key trends or emerging issues;
- Performs any other related duties as may be assigned by the Supervisor from time to time

QUALIFICATION

- Master's Degree in Business Administration, Finance, Law /Professional Certification (CPA, CFA, CRCM) or related field from an accredited educational institution plus a minimum of five (5) years' experience in a senior leadership role within risk management and compliance.

KNOWLEDGE, SKILLS AND ABILITIES

- In-depth knowledge of regulatory requirements and compliance issues relevant to the port environment.
- Knowledge of the Laws of Saint Lucia and compliance in accordance with the SLASPA Act Cap 8.13
- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Strong analytical and problem-solving skills
- Strong leadership skills with the ability to effectively manage and motivate a team.

- Knowledge of and proficiency in technological innovative tools
- Ability to operate in a heavily unionized environment.
- Strong management skills to establish effective networks with stakeholders.
- Strong cultural awareness and union negotiation skills.
- High level of personal and professional integrity – honest and ethical.
- High levels of diplomacy and tact
- Ability to stimulate and manage change and develop strong teams.
- Excellent analytical skills with the ability to interpret complex data and market trends.
- Exceptional communication and interpersonal skills, with the ability to interact effectively with stakeholders at all levels of the Authority.
- Detail-oriented with a strategic mindset and the ability to make sound decisions under pressure.

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____
