



POSITION DESCRIPTION

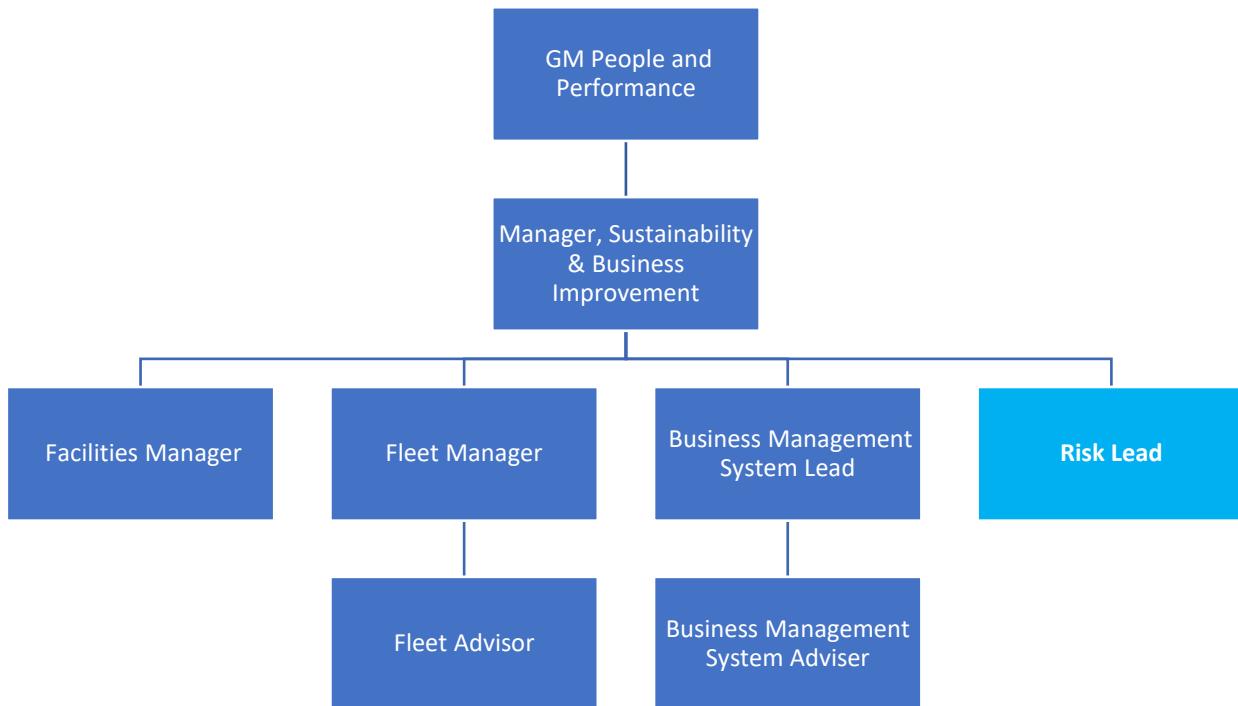


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| Position title: | Risk Lead (fixed term) | | |
| Reports to: | Manager, Sustainability & Business Improvement | | |
| Group: | People and Performance | Unit: | Sustainability & Business Improvement |
| Revision: | 01/2026 | Date: | 21 January 2026 |

Purpose

To lead the implementation of the risk assurance programme and manage the delivery of regular internal, risk and quality audits in accordance with the three yearly audit plan, ensuring compliance with WEL's Business Management System (BMS) and to ensure that effective risk mitigation controls are in place.

Reporting Structure



Resource Accountabilities

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| Staff numbers | Nil | Operating Budget | Nil |
| Capital Budget | Nil | Expense Authority | Nil |

Performance Outputs

| Key Result Areas (What/Result) | Key Tasks / Activities (How) | Performance Measures (Quantity, Quality, Time, Cost) |
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| To lead the implementation of the WEL operational risk assurance framework and oversee risk management systems | <ul style="list-style-type: none"> Lead the implementation of the risk framework through active participation in risk reviews across the business Provide advice to staff on the application of risk management in the company Drive the implementation of the risk assurance programme through active participation with relevant teams Assist in running business unit and project risk meetings Work with risk owners to ensure risk mitigations are in place and are effective Develop risk reports as required System owner of the Risk Wizard application | <ul style="list-style-type: none"> Risk framework is in place and active across the company Risk reviews are completed in a timely manner Risk assurance programme is up to date and effective in the areas where it is implemented Regular risk reporting is completed in a timely manner |
| To assist with the maintenance of the internal audit plan and completion of the programme of internal, risk and quality audits | <ul style="list-style-type: none"> Assist in the production of the company wide three yearly internal audit plan Work with appointed auditors and contractors to deliver the internal audit plan Report the status of audit actions and risk mitigations and provide recommendations for improvement or correction to the Manager, Sustainability and Business Improvement | <ul style="list-style-type: none"> Plan approved by the Executive Management Team Audits completed in accordance with the Internal Audit Plan Staff are educated in risk identification and assessment and coached as to the significance of controls in managing risks |

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| <p>To support and promote the WEL Business Management System (BMS)</p> | <ul style="list-style-type: none"> • Assist with ensuring that internal audits contribute to assurance with WEL's BMS, external certifications and regulatory requirements and provide recommendations to process owners for continuous improvement • Assist in facilitating the annual management review of the BMS • Co-ordinate with the Business Improvement team to ensure that BMS systems are implemented and maintained in accordance with the relevant international standards and regulatory requirements • Undertake promotion and training of BMS policies and process to staff and contractors • Raise executive management and staff awareness of BMS related issues through regular reporting and communication • Ensure contractor HSMS audits are completed in accordance with the schedule | <ul style="list-style-type: none"> • Demonstrate a detailed understanding of the ISO and NZS/AS standards and the distributor regulatory environment and apply the principles to WEL's BMS • Risk and audit findings are fed in to the continual improvement cycle within the WEL BMS • Actions are managed to ensure improvements are made and issues remedied • Contractor on-boarding process is supported to maintain their preferred supplier status • The annual management review of the BMS is prepared and presented to the Executive Team |
| <p>To retain WEL's external and regulatory certifications</p> | <ul style="list-style-type: none"> • Liaise with key WEL staff and/or external certification bodies to ensure timely completion of external and regulatory audits • Support WEL's field work force and contractors to be compliant with WEL's adopted standards | <ul style="list-style-type: none"> • Certification and regulatory audits are planned and conducted prior to certification dates • Action Requests (ARs) are issued for findings where required and followed through to completion • Champion the BMS within the business, and encourage and support staff to focus on continuous improvement |

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| To assist with legislative and regulatory compliance assurance activities | <ul style="list-style-type: none"> Assist in the operation of the WEL regulatory compliance framework | <ul style="list-style-type: none"> Findings are communicated to relevant staff and used to refine processes |
| To participate and contribute to projects | <ul style="list-style-type: none"> Undertake special projects for WEL when required Undertake continuous improvement projects as and when required | <ul style="list-style-type: none"> Achievement of agreed project measures |
| Targeting “Best in Safety” | <ul style="list-style-type: none"> Employ appropriate practices for health, safety and wellbeing. Promotion of good safety risk management practices. Support health and safety assurance initiatives. Participation in safety and wellness activities. Being a safety leader. | <ul style="list-style-type: none"> WEL’s health and safety policies and procedures are adhered to at all times. |
| To work within and promote a ‘Best in Service’ attitude | <ul style="list-style-type: none"> Engage within the business and with community / external stakeholders in a way that supports ‘Best in Service’, always. | <ul style="list-style-type: none"> WEL’s reputation is enhanced in the community You are known for your excellent customer service |

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.

Person Specification

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| Qualifications | Essential | <ul style="list-style-type: none"> • NZQA level 7 or equivalent • A recognised risk qualification or 3 years' experience in a risk role |
| | Desirable | <ul style="list-style-type: none"> • Formal training in Quality Management Systems • Training in internal audits • A recognised quality auditor qualification |
| Experience | Essential | <ul style="list-style-type: none"> • Extensive knowledge of operational risk management practices • Experience in internal audit • Extensive understanding and experience of Business Management Systems in a highly regulated environment. |
| | Desirable | <ul style="list-style-type: none"> • Electricity industry experience |
| Role Specific Competencies | <ul style="list-style-type: none"> • Integrity: Demonstrates consistently high integrity, professionalism and business ethics • Critical Thinker: ability to gather a wide range of information, comprehend and provide insight. • Problem Solving: Analyses issues and breaks them down into their component parts. Makes systematic and rational judgment based on relevant information. • Achievement focused: Demonstrates a readiness to make decisions, is resilient and proactive when facing difficult issues, and takes initiative and originate action. • Communication: Speaks clearly, fluently and in a compelling manner to both individuals and groups. Writes in a clear and concise manner, using appropriate grammar, style and language for the reader. • Decision making: Possesses well developed judgement that enables the effective evaluation of issues and decisions to be made, even with the absence of full information • Influencing and negotiating: reads situations, articulates points of view, builds trust, and develops relationships that enable collaboration and positive influencing of people at all levels. | |

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| | <ul style="list-style-type: none">• Commercial Awareness: Understands and applies commercial and financial principles.• Flexibility: Successfully adapts to changing demands and conditions.• Teamwork: Works co-operatively as part of the team. Actively seeks out and listens to the views and ideas of others.• Leadership: Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. |
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Our Purpose

Enabling our **communities to thrive**

Our Vision

To create and support an **innovative and sustainable energy future**

Best in Service

So we have the **trust of our community**



Best in Safety

Every Day - **Home Safe**



Our Values



Agile

We listen to ideas, we explore opportunities and we adapt to changing situations with an open mind. When change is needed we make sure we understand why and we make it work. We're flexible and we respond professionally to change.



Build the business

We make sure our day to day activity is sound while exploring ways to improve the way we work or things we do. We often ask "is there a better way to do this?" and we investigate options.



Care for each other, the customer and our assets

We work as a team across the business to do things the right way. We treat others with respect, listening to their needs so we can deliver a reliable and safe service to our communities.



Do the right thing

We make decisions with integrity and when we can, we help others make the right decision for their situation. We're open, honest and trustworthy. We speak up if we feel we should and we listen to others.



Every Day - Home Safe

We lead by example to keep ourselves, our workmates and our communities safe. We use the right equipment, we challenge unsafe acts and we say no if we think it's not safe.