

Trinidad & Tobago Revenue Authority

Job Description – Chief Risk Officer V3.0

TRINIDAD AND TOBAGO REVENUE AUTHORITY

JOB DESCRIPTION			
JOB TITLE	Chief Risk Officer		
DIVISION	Integrity Promotion	DEPARTMENT	Enterprise Risk Management
SECTION	N/A	UNIT	N/A
JOB NO./ID	EX/CRO/V0.1	JOB LOCATION	Head Office
REPORTS TO	Functionally to the Audit and Risk Committee and administratively to the Director General	SUPERVISES	Manager - Operational Risk Manager - Customs Risk Manager - Domestic Tax Risk
JOB SUMMARY	<p>The Chief Risk Officer - ERM is an executive leader of the Integrity Promotion Division in the Trinidad and Tobago Revenue Authority ("the Authority" or "TTRA") and reports directly to the Audit and Risk Committee and administratively to the Director General.</p> <p>The incumbent is required to provide leadership and strategic direction to staff members of the Enterprise Risk Management Department.</p> <p>The incumbent will serve as an advisor and will support the Board of Management by developing an Enterprise Risk Policy, procedures and programs that promote high work standards throughout the Authority.</p>		
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE			
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • M.Sc. or equivalent professional certification in Risk Management from a recognized institution. 		
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> • Knowledge of regulatory requirements related to risk management • Knowledge of risk management principles and practices including operational risk, financial risk and strategic risk 		
EXPERIENCE	<ul style="list-style-type: none"> • Ten (10) years' risk management experience including at least five (5) years at a senior managerial level 		
OTHER	<ul style="list-style-type: none"> • Any other equivalent combination of education and experience 		

KNOWLEDGE AND SKILLS						
BEHAVIORAL COMPETENCIES	Competency	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
	Attention to detail				■	
	Communication					■
	Conflict resolution				■	
	Client orientation				■	
	Decision making				■	
	Emotional intelligence					■
	Ethics, integrity, and transparency					■
	Leadership					■
	Organisational knowledge and awareness					■
	Strategic thinking					■
	Analytical skills				■	
	Teamwork				■	
	TECHNICAL COMPETENCIES	Qualitative and quantitative risk reporting				
Risk culture development						■
Risk management						■
Risk analysis						■
Navigating risk						■
Conducting investigations				■		
Audit						■

	Customs and Excise laws, Tax laws, Administrative rulings and tariff structures of Trinidad and Tobago					
	Innovation					
	Negotiation					
	Trade facilitation					
	Enforcement					
	Financial Analysis					
	Business acumen					
	Project management					
	Critical analysis					
	Written advocacy					
	Proficiency in Microsoft Office Suite					

WORKING RELATIONSHIPS

INTERNAL STAKEHOLDERS Board of Management, Director General, executives within the Integrity Promotion, Technical Services and Enforcement Divisions

EXTERNAL STAKEHOLDERS Ministry of Finance

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- The job responsibilities are primarily carried out (but not limited to) an indoor setting and centered around computer-based activities. However, there may be occasions when tasks need to be completed at different locations. Throughout the fulfilment of job responsibilities, the incumbent will frequently need to engage in sitting, speaking and listening activities.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Leads the Authority's enterprise-wide risk management system, promoting a risk-aware culture across all areas.
- Develops and maintains the Authority's ERM system, including its ERM policy and ERA procedure.
- Oversees the management of the Authority's key risk profile and monitors trends in the criticality of these risks, keeping abreast of any emerging risks.
- Provides advice and counsel to senior management on risk management, compliance, and ethics matters.
- Collaborates with Internal Audit and other departments to evaluate enterprise, tax, and customs risk and implement risk management strategies to mitigate potential threats.
- Develops appropriate initiatives to mitigate the risk exposure level to the Authority.
- Ensures the creation and regular review of the Authority's business continuity plans to limit risk.
- Develops, manages, and refines qualitative and quantitative risk reporting templates and tools.
- Issues the Authority's risk reports to the Audit and Risk Committee.
- Provides direction to department personnel and ensures they receive appropriate training and fulfill their duties to necessary standards.
- Monitors, reports, and forecasts the Department's performance by overseeing the KPIs, identifying risks and issues, and implementing corrective action(s) where required.
- Develops and implements KPIs for the team and utilises the Performance Management system to manage and measure performance and motivate team members.
- Provides input into the development of the Department's budget and monitors and controls its utilisation.
- Provides information for presentations and reports for Board meetings, senior leadership meetings, and various departments of the Authority when required.
- Remains updated on relevant tools, methodologies, and technology.
- Performs other job-related duties as required.

POSITION FILLED (Comments from Hiring Team)

JOB NO.			
PERSON HIRED		DATE HIRED	
REVIEWED BY: NAME & TITLE		LAST UPDATED BY	
APPROVED BY: NAME & TITLE			
ADDITIONAL COMMENTS			

AUTHORIZATION/CONFIRMATION

LINE OFFICIAL SIGNATURE: _____	DATE: _____
HR OFFICIAL SIGNATURE: _____	DATE: _____