

Document Control

Region:	All
Role:	Senior Manager Credit Risk
Classification:	Full Time
Reports to:	Executive Manager Treasury and Credit Risk
Present Incumbent:	Vacant
Prepared by:	Executive Manager People & Communities/Personnel Manager
Date approved/updated:	01/12/2011
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Our Values

Everything we do is underpinned by our core values:

Flexible **Supportive** **Approachable** **Friendly**

Our values are embedded in our organisation and form the basis of our business planning, recruitment processes; training and leadership development.

We provide 'Trusted Community Banking' to our members by living our values to achieve our goals. Our staff treat people as individuals and promote and encourage local decision making and community involvement across our network of branches and agencies. Our employees proudly provide quality service to our members in a flexible, honest, fair and caring manner, demonstrating our commitment to our members.

CMG also has a duty to be true to our purpose as declared within our constitutional objects , true to the principles of the cooperative movement and the Mutual Banking Code of Practice to which we have pledged. Our operating principles and organisational values ensure our differentiation from other financial service providers. To this end CMG aims to harness cross organisational passion, to ensure many of these principles are not only met but have a tangible impact for all stakeholders.

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Position Statement

The Senior Manager Credit Risk is responsible for the monitoring and reporting of loan exposures and for managing all securitisation processes. The Credit Risk function is responsible for the development, implementation and management of the credit risk framework including the validation of existing loan data to enable loan portfolio monitoring and stress testing and for the construction of robust loan provisioning models. The Credit Risk function will also involve hindsight review and evaluation of existing loan exposures, independent analysis of potential loan exposures and reporting of the loan portfolio to key stakeholders. The Securitisation function involves the identification of a portfolio of loans, ensures the loans meet the eligibility criteria, that accurate security documentation is on file and for the assignment of these loans to approved securitisation vehicles.

Key Responsibility Areas

- Review current delegated lending authority structure and introduce a robust and streamlined credit risk decision making process;
- Identify and implement an internal risk grading system that will provide a single measure of risk for each client;
- Facilitate portfolio analysis, the calculation of risk adjusted returns, pricing methodology and provisioning models;
- Undertake monthly and quarterly reporting detailing and analysing exposures by sector and risk grading, comparisons and trends, key risk issues (micro and macro) and large exposure information;
- Substantive review of all non-standard lending proposals, ensuring the credit risk is acceptable, the presentation risk-focused, balanced and objective, supported by accurate financial and non-financial analysis;
- Develop standard templates for non-standard credit proposals, including due diligence checklist and financial statement and cash flow analysis spreadsheets;
- Undertake quality assurance of all lending processes throughout network and report observations and offer recommendations to the Executive Manager;
- Develop, review and enhance credit risk procedures and policies and support credit training initiatives;
- Prepare monthly reports to Credit Committee and quarterly reports on Business Unit Requirements, Progress to Projects and Budget
- Manage third party relationships effectively
- Assist with monthly and quarterly reporting detailing securitised loan portfolios,
- Assist with the development and review of securitisation procedures and policies

Role Competencies

Ability to:

- Communicate efficiently and effectively with management and other staff members of CMG
- Resolve problems
- Develop and maintain effective networks with contractors and industry colleagues
- Display confidence when dealing with others
- Use well developed written communication skills to business case projects and through communications to external stakeholders, suppliers and contractors
- Adopt and adjust to change and its processes

- Set priorities, plan workloads, meet deadlines and achieve objectives through the efficient use of time and resources
- Effectively implement business and operational plans
- Effectively liaise and coordinate with staff across a diverse range of activities
- develop and document effective reports, policies and procedures
- Develop reports in strict time frames.

Organisational Compliance

- Ensure sound operational knowledge of legislative, regulatory and Code of Conduct requirements including (but not limited to), Financial Services Reform Act, Privacy Act, Industry Codes of Practice, EFT, code of Conduct, Financial Transactions Reporting Act, Occupational Health & Safety, Complaint Handling and Dispute Resolution.
- Ensure a sound knowledge of Credit Union policies, procedures, products, services and systems to comply within the authorities and restrictions in relation to the duties of this role.
- Ensure adherence to correct identification procedures and confidentiality of information that conform to the requirements of the Credit Union and the Privacy Act when accessing member details.
- Ensure the management/supervision of direct reporting staff in accordance with organisational compliance.

Staff Supervision, Leadership and Development

- Ensure new employees under your supervision receive adequate instruction and support to successfully complete the new employee orientation program within the specified time frame.
- Ensure employees under your supervision receive appropriate training and have the necessary competencies to perform the functions required in their role through the development and application of annual training plans with their current or new role.
- Increase staff motivation and morale through effective performance appraisal and career development by training, coaching, providing feedback and integrating reward systems.

Company Advocacy

- Promote an environment founded on Credit Union philosophy and CMG values of Ethical and Honest practices, Customer Satisfaction and Caring, Financial Responsibility, Community and Social Commitment.
- Act as an advocate for CMG in all dealings with members and staff and present a professional image of CMG in all dealings with the public including appropriate dress standards, helpfulness and friendliness.
- Create a balanced team environment with a focus on continuous improvements, best practice and member focus.

Professional Development

- A willingness and capacity to become better equipped to perform job responsibilities by transferring new knowledge and skills gained, through training to the workplace.
- Ensuring the successful completion of individual training and development activities to update knowledge and skills relating to legislative, policy, system, procedure, product and service requirements inherent in current duties.

Performance Management

- Ensure the setting of mutually agreed goals, objectives and performance measures for the role, identifying Key Performance Areas for (6) six monthly and annual review processes.

Community Engagement

As an organisation we abide by the credit union operating principles and we recognise that we have a responsibility to our members and the communities in which we operate. As an organisation we are committed to the welfare of our members, our staff, our community and our environment.

We aspire to make a positive difference for the people in our community and we are passionate about researching and implementing ways to ensure our principles are demonstrated.

Selection Criteria

Essential:

1. Tertiary qualification in a Credit related discipline or willingness to achieve;
2. Extensive experience
3. Strong communication skills, both written and verbal
4. Well developed computer skills with demonstrated experience in the Microsoft Office suite of products.
5. Strong analytical and problem solving skills
6. Demonstrated understanding and preparedness to commit to the organisation's values
7. A current, unencumbered Drivers Licence

- Desirable:**
1. Previous experience within a financial institution
 2. Proven Management skills
 3. Demonstrated project management skills

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, CMG's Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I accept my performance will be measured through the agreed objectives set with my manager each year and reviewed on a minimum six (6) monthly basis in accordance with the organisation's performance management policies and guidelines and processes.

Name: _____

Name: _____

Signed _____

Signed: _____

Date: _____

Date: _____

Senior Manager Credit Risk

Executive Manager Treasury and Credit Risk