



CANDIDATE GUIDANCE DOCUMENT FOR THE APPOINTMENT OF RISK MANAGEMENT OFFICER

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PURPOSE:

The purpose of this document is to help during your interview process with Core Credit Union. If you have any queries, please feel free to contact Michael Byrne by email at mbyrne@corecu.ie or by phone on 087-7978489.

THE INTERVIEW PANEL

The interview panel is composed as follows:



1. Elizabeth Harpur

Liz Harpur is Chair of Core Credit Union Board of Directors and previously held positions of Vice-Chair and Secretary. She has ten years of extensive experience in many aspects of the Credit Union both as a staff member and board director with a membership of many of the board's committees including Credit, Strategy, Remuneration and Complaints Committees. Liz holds a diploma and certificate in Credit Union Governance and has qualifications in Ethics, GDPR, Anti-Money Laundering and Leadership.



2. Liam Sullivan

Liam Sullivan has 36 years' experience as former manager of Sallynoggin/Glenageary Credit Union Ltd. He has been on the board of Core Credit Union for two years and currently is a member of the Risk and Compliance, Investment, Property and Remuneration committees. He is aware of the difficulty in reconciling the expectations of the members with increasing regulatory requirements and the need to remain faithful to the values of the founder members of the credit union movement in Ireland.



3. Michael Byrne

Michael Byrne has been the CEO of Core Credit Union since February 2011 and had led the growth of the credit union from 2 offices and €33m in assets to 7 offices and €141m in assets. Michael sits on the board of Payac Services CLG which is working towards the introductions of current accounts into the sector. A qualified accountant Michael was an Audit Partner in practice responsible for audits of credit unions in addition to a range of other clients.



4. Denise O'Connell

Denise joined Grant Thornton in 2002 and is a partner in their Limerick office. She specialises in the area of audit and assurance services. Denise has an in-depth knowledge of credit union operations and is responsible for the management of credit union audits and advisory assignments within the firm. She also has considerable experience of the international credit union movement through her placement with a Canadian member firm in 2007. Denise has extensive experience in the engineering, manufacturing and retail sectors.



VENUE FOR INTERVIEWS

- Interviews will take place as follows:
 - **Date:** 20th February 2019
 - **Time:** As per email
 - **Venue:** Rochestown Lodge Hotel & Spa,
Rochestown Avenue
Dún Laoghaire
Co. Dublin
A96 T184
 - **Google:** <https://goo.gl/maps/NDNh5chpAB42>
- Please take a seat at the reception area where Michael Byrne will meet you.



INTERVIEW PROCESS

- We expect that the interview will last for between 30 – 40 minutes. Questions will cover a range of competencies as outlined in the personal profile.
- All candidates will be asked the same range of questions to ensure that we have a consistent approach to our assessments.
- This is a key appointment for our credit union, and it is important that the vacancy is filled by a person who is both a cultural fit for our organisation in addition to having the technical expertise and aptitude for the role. Equally, it is important that we are a cultural fit for the you. While we envisage that the selection process will result in an appointment:
 - We reserve the right not to make an appointment from the process; and
 - To reopen the recruitment process.

DECISION PROCESS

- The Board of Directors is responsible for the appointment of the Risk Management Officer. The role of the recruitment panel is to make recommendations to the board. Following the completion of interviews, the recruitment panel will forward their report for the board for review.
- The board will consider the report and then may decide to:
 - Make an appointment based on the interview process
 - Look to hold second round interviews
 - Close the recruitment process without making an appointment.
- All candidates shortlisted for interview will be notified of the status of their application, and next steps if any, by close of business on Friday 1st March 2019.

OFFER PROCESS

Before issuing a formal offer to a preferred candidate, the following process will be followed:

1. Verbal and written references will be checked from at least two referees;
2. A pre-employment medical check may be requested before commencing employment



3. Verification of academic qualifications from awarding institutions in addition to certified copies of academic transcripts for job-specific qualifications
4. Completion of the credit unions Fitness and Probity requirements
5. Approval from the Central Bank of Ireland for the appointment as required by the Fitness & Probity regulations

On completion of the above requirements to the satisfaction of the Board, a formal offer letter will be issued.

RELEVANT DOCUMENTS ATTACHED

- Annual Report 2018
- Membership Pack – 2017 version



JOB ADVERTISEMENT

Core Credit Union Ltd. is now inviting applications for the following position: Risk Management Officer (Ref RMO 201901)

Core Credit Union Ltd is a progressive financial services provider with over 35,000 members and boasts total assets of over €140 million. We have seven offices in the Dún Laoghaire area of South County Dublin. Our core value is to promote the financial well-being of our members, and to achieve this purpose, the Credit Union is committed to providing a broad range of innovative financial products supported by the excellent service of a dedicated, well-trained staff.

The successful candidate will report to the CEO and Board of Directors via the Risk, Compliance & Audit Committee and will have primary oversight for risk across the Credit Union by identifying, assessing, monitoring and reporting risks on a timely basis. The Credit Union manages a wide variety of risks covering credit, investment, operational, market, third party and reputational risk. The Risk Management Officer will also develop strategies to help minimise future risk.

This is a unique opportunity to join a dynamic and highly successful credit union.

Key Responsibilities:

- The Risk Management Officer will have a responsibility to stay abreast of current statutory and regulatory requirements and have an awareness of emerging requirements and guidance which may impact on the Credit Union and to advise the Board and officers of the potential impact of such changes
- Develop and maintain the risk management system of the Credit Union
- Reporting on any significant risk event and emerging trends to the Board of Directors
- The Risk Management Officer should support the Board of Directors in promoting a culture of risk awareness, identification and management at every level within the Credit Union
- Advise the Board of Directors of emerging risks that have the potential to impact on the Credit Union negatively
- Prepare and conduct an annual test of the Credit Union's business continuity and disaster recovery plans including recommendations for improvement of same

The successful candidate should have the following attributes:

- An awareness of the regulatory environment in which the Credit Union operates
- A minimum of 3 years' experience working in a risk management role in a financial services environment or a related discipline. A relevant qualification would be an advantage
- Demonstrate the ability to evaluate risks associated with projects/new products
- Ability to maximise the use of technology to support the role of the RMO
- Excellent interpersonal skills, people management capabilities and written/oral communications
- Excellent report writing and presentation skills
- Proven ability to work on own initiative to deliver agreed on targets

This role is a **pre-approved control function** as defined by the Central Bank of Ireland.

How to Apply:

- Applications will only be taken through our career's portal on <https://www.corecu.ie/careers>
- Closing Date for receipt of applications is Wednesday 30th January 2019
- Shortlisting may apply and assessment will be done by the information provided in the application.
- Core Credit Union Ltd is an Equal Opportunities Employer

An excellent remuneration package is on offer to the correct candidate for the position.



JOB & PERSON PROFILE

Job Title:	Risk Management Officer
Job Grade:	[CUPCF-3] Pre-approved role under Central Bank Fitness & Probity Regulations
Location:	Dún Laoghaire, Co. Dublin
Reports to:	CEO; Board of Directors; Risk, Audit & Compliance Committee

PURPOSE OF THIS ROLE:

The risk management officer shall be responsible for identifying, assessing, reporting and monitoring all internal and external risks that could affect the credit union to which the risk management system relates, including risk to its employees, members, reputation and assets, and assisting the manager with managing and mitigating those risks.

RESPONSIBILITIES:

The key responsibilities of the Risk Management Officer are set out below:

- ensuring each internal/external risk of the credit union is identified, assessed, reported and monitored and assisting the manager with managing and mitigating those risks;
- advising the board of directors on the risk management policy and process and any deviations from the risk management policy;
- reporting on any significant risk event to the board of directors promptly;
- implementing the risk management system approved by the board of directors;
- maintaining the risk register;
- making monthly reports to the board of directors;
- communicating the risk management policy, process and roles and responsibilities relating to officers of the credit union;
- providing training and support in the area of risk management to officers of the credit union;
- making the necessary information available to the internal audit function to facilitate independent review of the risk management system; and
- supporting the board of directors in promoting a culture of risk awareness, identification and management at every level within the credit union.

KEY RELATIONSHIPS:

The key relationships that the role must foster and develop are:

- The CEO, senior management team and employees
- The Board of Directors and board committees
- The Central Bank of Ireland
- Trade and representative bodies, e.g. (ILCU; CUDA and Payac)
- Outsourced partners



- Internal and External Auditors

KEY RESULTS AREAS INCLUDE:

- Effectively lead and develop the Risk Management function of Core Credit Union Ltd to ensure that our Risk Management is rated in the top decile of Irish Credit Unions
- Build and sustain relationships with the Central Bank of Ireland which fosters our proactive and open approach to continuous improvement in regulatory and legislative compliance
- Provide leadership and expertise to all employees and the board of Core Credit Union Ltd.
- Responsible for successful PRISM engagements with the Central Bank of Ireland
- Strengthen the internal controls and operating processes of CCU
- Proactively monitor all risks identified on the risk management system
- Represent CCU professionally at Risk & Compliance officers forums
- Prepare management information ensuring appropriate follow-up action is taken to enable decisions to be implemented.
- Anticipate the needs of team members and provide solutions and support
- Develop self and others through coaching and professional development

COMPETENCIES

Competency	Level
Member relationship management	Strong
Communications and influencing	Very Strong
Strategic Thinking & Commercial Acumen	Strong
Teamwork & Collaboration	Very Strong
People management and Leadership	Very Strong
Planning & Priority setting	Expert
Problem Solving & Decision making	Strong
Results Focus	Very Strong
Technical Expertise	Expert



