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| **Role Title** | **Risk Officer (Shared Service)** |
| **Job Family** | **Risk Management Officer** |
| **Competency Level** | **Principal Officer/Manager** |
| **Pay Scale** | **PO6** |
| **Purpose** | |
| To provide a supporting role in the corporate development of the risk management strategy and policies and help oversee the implementation and embedding across Redbridge Council.  The Risk Officer will provide specialist risk management advice and guidance to support the delivery of a culture of efficient and effective risk management.  To support the risk champions to provide expertise and structure to deliver a high-quality risk management service.  This role will contribute to embedding a comprehensive risk management framework which supports the Council to achieve strategic objectives. | |
| **Generic Accountabilities** | **End Results/Outcomes** |
| Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information. | Expert advice, information, interpretation, and support are provided on the full range of technical / professional issues within the area of responsibility.  Issues are managed through to a satisfactory conclusion  Risk to the Council is minimised. |
| Research developments in relevant area. Collate process and analyse information / data. Translate outputs into advisory reports / documents / actions as appropriate. | Relevant information / data is managed efficiently and accurately.  Accurate and relevant information / reports / documentation are produced.  Trends and issues are identified and prioritised.  Statutory and procedural obligations are fulfilled.  Management decision making is supported. |
| Support the development, implementation, maintenance and management of systems, policies, procedures and / or standards within area of responsibility. | Changes to systems, policies and / or procedures are identified and recommended.  All updates, amendments, developments are tested and approved prior to delivery.  Improvements are developed and delivered effectively.  Stakeholder requirements are met. |
| Work closely with others to support/manage the development and delivery of improvements in risk processes and procedures. | Identifies gaps in service provision/highlight policy issues and makes recommendations to resolve the issues.  Agreed improvements are developed, delivered and evaluated.  Issues and recommendations are brought to the attention of senior managers.  Benchmark against best practice authorities and centres of excellence. |
| Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility. | Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.  Evidence based recommendations are made. |
| Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager. | Work is carried out in a way that is safe and without risks to health. |
| Act in accordance with all policies and procedures which apply to the job and understand the reasons for this. | All policies and procedures are complied with. |
| Support the development and delivery of continuous improvements in all aspects of the service. | Improvements are developed and delivered effectively.  Stakeholder requirements are met. |
| **Job-specific Accountabilities** | **End Results/Outcomes** |
| Provide strategic corporate support to the development, embedding and maintenance of robust risk management arrangements across both Councils. | Delivery of the risk management strategy.  Influences senior leadership in determining the desired risk culture.  Current and foreseeable risks and opportunities are identified. |
| Contributes to the development and implementation of risk management structures, including risk management strategy and policy, meeting strategic requirements. | Delivery of the risk management strategy.  Influences senior leadership in determining the desired risk culture.  Current and foreseeable risks and opportunities are identified.  Risk strategies and policies are aligned to current corporate policies and priority objectives. |
| Facilitate the programme of meetings for the Corporate Risk Management Group, ensure clear, concise and accurate minutes, actions and documents are produced for those meetings | Delivery of the risk management strategy.  Current and foreseeable risks and opportunities are identified. |
| Contributes to the production, co-ordination and collation of risk management reports for officers and members, highlighting areas of concern, change, emerging threats and opportunities.  Ensuring that these are accurate and produced within the prescribed timescales and deadlines. | Reports are prepared, distributed / presented to the appropriate board/committee to the required standards and timescales.  Evidence based recommendations are made.  The risk reporting framework is proven to facilitate effective decision making and appropriately highlights and measures emerging risks and opportunities. |
| Ensure the strategic risk register is reviewed regularly, maintained and remains fit for purpose.  Coordinate and collate risk management information from individual services and directorates for inclusion in the strategic risk register | The risk reporting framework is proven to facilitate effective decision making and appropriately highlights and measures emerging risks and opportunities. |
| Coordinate and collate risk management information from individual services and directorates for inclusion in management and committee reports; surveys; national and local returns; and benchmarking exercises. Present to appropriate boards and committees. | Reports are prepared, distributed / presented to the appropriate board/committee to the required standards and timescales.  Evidence based recommendations are made.  The risk reporting framework is proven to facilitate effective decision making and appropriately highlights and measures emerging risks and opportunities. |
| Support the development of training and briefings for officers’ and members to facilitate the creation of a strong risk management culture throughout both organisations. | Members and staff are effectively trained to deliver the risk management strategy and skills are developed to ensure appropriate and aligned risk management. |
| Contribute to the training and development of risk champions to create and maintain a highly competent and participative workforce for the management of risk and opportunities. | Risk Champions are highly competent, effective, motivated and outcomes focussed. |
| Support managers and risk champions with the identification, recording and managing of risks; comply with the risk management policy and strategy, and embed risk management.  Utilise a range of information sources and assessment tools and techniques to identify, analyse and evaluate risks and opportunities. | Risk management is integrated across both organisations and appropriate techniques and tools are utilised to identify and mitigate risks, supporting the organisations to achieve its objectives. |
| Interprets facts, patterns and trends to reach evidence-based decisions on the nature of risks and opportunities. | Evaluates the impact and value of potential strategic and operational risks and opportunities. |
| Evaluates the quality of risk monitoring and mitigation actions taken, challenging and making interventions when issues arise, ensuring the approach is aligned with its risk appetite and strategy. | Implements controls to manage identified risks in accordance with the risk appetite, risk treatment strategies and budgets. |
| Responsible for the maintenance and operation of the Councils Risk Management application. JCAD.  Develop the reporting functionality and assume the role of systems administrator for the application | The risk recording, monitoring and reporting framework is proven to facilitate effective monitoring of risks and decision making |
| ***Nature of Contacts*** | |
| Typically involves Heads of Service, and Senior Managers and external agencies and organisations providing advice regarding risk management.  Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences and deal with people at all levels confidently, sensitively and diplomatically.  Builds strong network with key stakeholders.  Regular contact with Alarm (Public Risk Management Association), the IRM (Institute of Risk Management) and other external stakeholders and partner organisations as appropriate.  Work closely and in partnership with colleagues across each authority.  High levels of tact, sensitivity and diplomacy is required. | |
| **Procedural Context** | |
| Work within the agreed risk management framework and regulatory guidelines to ISO31000 standards, applying knowledge of systems, procedures and best practice to achieve effective embedding of risk management throughout the authorities.  Ensure risk management processes support the achievement of the corporate objectives.  Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements. Works within laid down procedures but needs to deal with day-today problems without always referring to others.  Decisions will be made based on Council procedures  Accepts responsibility and is accountable for the outcomes of work.  Think and act strategically in decision making in a complex professional and political environment.  The Post Holder will work across Redbridge (and potentially Waltham Forest) locations.  Post Holder will report directly to the Head of Insurance & Risk Management | |
| **Key Facts and Figures** | |
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| **Resourcing** | |
| Budget Responsibilities**: None**  Supervisory Responsibilities: **None** | |

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| **Knowledge, Skills and Experience** |
| * At least three years’ experience of preparing reports for all levels of the organisation. * Adapts communication and behaviour according to the audience/readership. * At least three years’ experience of preparing, reviewing and updating policies, procedures, strategies, technical documents and user guidance manuals. * At least three years’ experience of using information technology for risk and/or project management, planning, and process mapping, ideally the JCAD Risk Management application, Word, and Excel. * Experience of clear evidence gathering and recording. Ability to back up conclusions with evidence. * Experience of designing and delivering training and risk workshops. * Expert knowledge * Sound understanding of internal audit, fraud prevention and business continuity in the public sector and how they relate to risk management. * Sound understanding of internal control environments. * Proven ability to support managers to implement policies and procedures, particularly relating to risk management. * A strong knowledge and understanding of risk management as it applies to the public sector, * , current innovations and good practice that can be brought to each authority to manage risk and opportunities. * Proven ability to research best practice and cascade this information to others. Uses knowledge and experience to influence others. * Proven ability to draft accurate and concise reports, policies, procedures, strategies and specifications to a consistently high standard and that are easily understood by the intended audience. * Exceptional relationship management skills, including ability to operate at all levels of client management (particularly at senior officer and member level) and external agencies * Excellent written and oral communication skills, the ability to communicate effectively at all levels, and to prepare and present information to a wide audience and represent the service at meetings and forums. * Strong communication and influencing skills and the ability to explain issues across the Council and partnerships * Strong analytical, numeracy skills. The ability to analyse, interpret data and identify trends. * Experience of using and developing the JCAD Risk Management application or similar product. * Proven ability to make, record and present well-reasoned analyses. * Ability to maintain discretion and confidentiality. Maintains consistently high standards of work and commitment. * Strong Presentation skills * Provide sound, professional advice with clear, cohesive, well-presented arguments to support proposed viewpoints and recommendation |
| **Indicative qualifications**   * Educated to degree standard or equivalent * Hold (or be willing to attain) a relevant risk management qualification such as the IIA Certificate in Risk Management Assurance or the IRM Certificate or Diploma in Risk Management. * Evidence of continuing professional development and expert knowledge of relevant professional area and is a member of a professional risk management body such as the Institute of Risk Management or ALARM, the public sector risk management association. * Experience of working within a risk management environment, delivering risk management strategies in a complex organisation. |
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The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.