

## Corporate Risk Manager – Job Description

**Job Title:** Corporate Risk Manager

**Service:** Internal Audit & Risk Management

**Directorate:** Law & Governance, Strategy & Partnerships

**Hours:** Part time, c.30 hrs p.w. (some flexibility on exact hours available)

**Grade:** P2 (£42,970 - £45,987 pro rata as at 1<sup>st</sup> April 2023, pay award pending for 2024/5)

### Overall purpose of the job

The Corporate Risk Manager is responsible for promoting a positive risk management culture within the Council and facilitating the effective implementation of the council's risk management framework, including policy, strategy, standards, delivery assurance and reporting mechanisms. The Corporate Risk Manager will report to the Head of Internal Audit & Risk Management, but as the lead for risk management the postholder will work under their own initiative to ensure that risk management is effective and integrated into strategic decision-making and to improve risk maturity across the authority.

The Corporate Risk Manager will work alongside key stakeholders to support the ongoing maintenance of the Corporate Risk Register and directorate, service and project-level risk registers; facilitate the Council's Corporate Risk Group; and develop and deliver training, advice and support to officers engaging in risk management processes. Working as part of the Internal Audit & Risk Management team, the Corporate Risk Manager will lead a programme of risk assurance work to review and challenge individual risks on the Corporate Risk Register; provide an independent assurance over the control of the risk; and support the development of action plans to strengthen the management of risk.

The Corporate Risk Manager will also support the effective operation of the wider Internal Audit & Risk Management team including through supervising and supporting junior members of staff; taking an active role in team development; and delivering other work as required to support team outcomes.

This role is offered on a part-time basis for c.30 hours per week, with some flexibility available on hours. The team is based at our newly constructed civic headquarters at New Shire Hall in Alconbury Weald, Huntingdon, and operates a hybrid/flexible working policy. There is the opportunity to work remotely as well as from our central base at New Shire Hall c. 1 day per week.

### Main accountabilities

	<b>Main accountabilities</b>
1.	<p>The postholder will act as a lead for corporate risk management across Cambridgeshire County Council. This will include:</p> <ul style="list-style-type: none"> <li>• Managing the development, maintenance and update of the Council's Risk Management Policy, Toolkit and supporting documents, including risk appetites, matrices and tolerances;</li> <li>• Managing the development and implementation of the Council's Risk Management Strategy;</li> <li>• Acting as a key advisor to senior managers and stakeholders across the organisation on all elements of the risk management process and framework, providing both support and challenge as appropriate and championing a proactive risk management culture;</li> </ul>

	<ul style="list-style-type: none"> <li>• Supporting stakeholders to ensure the continuous identification of new and emerging risks; organisation-wide alignment of risk approaches enabling consistent escalation / de-escalation of risk; and effective monitoring and management of risk;</li> <li>• Developing a comprehensive understanding of key organisational risks by correlating various sources of intelligence and assurance; collaborating with colleagues involved in specialist risk and assurance activities across the organisation to share intelligence and proactively manage risk; and ensuring that risk management is integrated into strategic decision-making;</li> <li>• Performing risk assurance reviews across areas of the organisation considering how effectively the Council's risks are being managed and controlled and identifying recommendations to improve control of risk;</li> <li>• Considering best practice, central government policy and legislative requirements;</li> <li>• Owning and administering the Council's corporate risk management system(s), advising on the development of systems and supporting staff to access and use risk management systems effectively.</li> </ul>
2.	To undertake the drafting and support the presentation of reporting to senior management, the Council's Strategy & Resources Committee and Audit & Accounts Committee, including responding effectively to questions and queries; and to draft, present and implement updates to risk management policies, procedures and strategy.
3.	To manage and supervise more junior staff members, ensuring procedures are followed, quality is maintained and performance is managed effectively and in line with the team's Key Performance Indicators.
4.	To develop, implement and deliver a risk management training and development programme for the Council, including and the development of eLearning on risk management and the direct delivery of risk workshops and formal and informal training for officers and members both in groups and 1:1. To facilitate the Council's Corporate Risk Group and other risk-focused workshops or groups as appropriate to build risk management knowledge, skills and capacity across the organisation.
5.	As part of the Internal Audit & Risk Management Service management team, to support the operational management and service development/improvement of the Internal Audit and Risk Management Service. To assist in the development, training, and motivation of junior members of the team to ensure their effective professional development and to ensure an effective team capable of meeting its objectives to a high professional standard. Where appropriate, the postholder will contribute towards other key responsibilities of the Internal Audit & Risk Management team.
6.	To be and remain up-to-date on best practice in risk management, with a focus on the local government sector.
7.	To represent the Internal Audit & Risk Management team within and outside CCC, including working with partner organisations, Council services and other experts and assurance functions as appropriate, to design and maintain mechanisms for assessing effectiveness of the risk control framework for key organisational (including project / programme and change) risks.
8.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

9.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
10.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.