

Corporate Risk Manager – Person Specification

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 1st April 2023, pay award pending for 2024/5)

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/Desirable
Education:	Degree level education or equivalent Level 4 qualification	Essential
Relevant Professional Qualification:	An appropriate risk management qualification such as Certificate Member or Certified Member of the Institute of Risk Management.	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/Desirable
Knowledge		
Risk Management theory and techniques:	<p>Comprehensive and in-depth knowledge, familiarity with and enthusiastic interest in Risk Management.</p> <p>Good knowledge of the principles and application of risk management at strategic, project / programme and operational levels and how it contributes to effective corporate governance. Knowledge of the use of risk management frameworks, strategies, and techniques including risk identification, analysis, evaluation and reporting.</p> <p>Demonstrate understanding of how Risk Management should operate in a large, complex and diverse environment.</p> <p>Up-to-date working knowledge of best practice standards relating to risk management, including HM Government's 'Orange Book'.</p> <p>Commitment to lifelong learning and able to demonstrate continuous professional development in the risk management field.</p>	Essential
	<p>Knowledge and thorough understanding of local government current and emerging risks in the strategic and operational context in which they operate and affect service delivery.</p> <p>Good awareness and understanding of project management processes and best practice.</p>	Desirable
Skills		

<p>Communication:</p>	<p>Excellent communication skills both written and verbal, in particular, strong influencing, negotiation and diplomacy skills.</p> <p>Ability to produce clear, constructive and well-presented reports summarising complex risk environments in a balanced way; ability to explain risk management concepts to various stakeholders.</p> <p>Aptitude in developing constructive working relationships; customer focussed in delivering work assigned and in responding to ad hoc queries.</p> <p>Ability to work confidently and facilitate discussions with managers at all levels within the Council; able to raise areas of concern about risks, systems and processes with confidence to senior managers; and able to challenge managers and officers where necessary.</p> <p>Skilled at developing and delivering training and giving presentations.</p>	<p>Essential</p>
<p>Teamwork, Managerial and Supervisory:</p>	<p>Capacity to assess, develop and train others. Ability to enthuse others about the importance of risk management.</p> <p>Ability to work independently and as part of a team.</p>	<p>Essential</p>
<p>Decision Making and Analytical:</p>	<p>Strong decision-making skills and the ability to exercise sound judgement and think strategically to develop a mature risk management environment and culture.</p> <p>Ability to understand complex and sensitive issues and provide sound, professional and reliable advice on risk management across a complex organisation.</p> <p>Exercising expert judgement to accurately present risk information and highlight key issues to support strategic decision-making with multiple variables and uncertainties.</p> <p>Strong numeracy skills and comfortable operating with large amounts of data.</p>	<p>Essential</p>
<p>Planning and Performing:</p>	<p>Strong planning and organisational skills, managing time effectively and proactively. Ability to cope with demanding workloads by prioritising and delegating work effectively to consistently meet tight deadlines.</p> <p>Ability to manage a range of conflicting priorities personally and through delegation.</p>	<p>Essential</p>
<p>Creativity:</p>	<p>Ability to identify key risks to the achievement of organisational and service objectives and scope effective work plans to assess how risks are managed and controlled.</p>	<p>Essential</p>
<p>Adapting and Coping:</p>	<p>Professional resilience.</p> <p>Works productively under high pressure, maintaining a positive outlook.</p>	<p>Essential</p>

Experience		
Risk Management:	<p>Significant risk management experience, ideally have worked in a local authority or similar public sector organisation.</p> <p>Experience of implementing risk management processes in a large and complex organisation.</p> <p>Experience of developing and implementing risk management policy and frameworks in a large and complex organisation.</p> <p>Experience delivering risk management training, presentations and workshops.</p>	Essential
	<p>Experience in internal audit, quality assurance or compliance roles.</p> <p>Experience in governance or assurance roles.</p>	Desirable
Independence:	<p>Self-motivated, demonstrable experience of using own initiative and delivering work within tight timescales and meeting performance targets.</p> <p>Experience of working alone and as part of a team.</p>	Essential
Stakeholder Management:	<p>Experience of promoting, developing and maintaining effective working relationships with a diverse range of stakeholders (both internal and external) with the ability to manage and resolve conflict, meeting challenging deadlines and delivering under pressure.</p> <p>Extensive experience of working with stakeholders to highlight areas of concern and agree actions to address risk areas, and supporting managers to implement risk mitigation and improve control.</p>	Essential
Staff Management	<p>Demonstrable experience of managing and supervising staff, including quality control and people management. Experience of resource planning and allocation.</p>	Desirable
Work Experience:	<p>Demonstrable experience of delivering work in line with team policies/procedures and of working in a systematic, methodical way to achieve corporate reporting timelines.</p> <p>Experience of monitoring quality and performance and achieving set goals and objectives.</p> <p>Experience of writing reports for senior leadership.</p>	Essential
	<p>Experience of internal audit, governance, compliance, quality assurance, project management, or other related disciplines highly desirable.</p> <p>Experience of working sensitively in a political environment and developing public reports.</p>	Desirable

IT and Systems:	<p>Microsoft Office knowledge. Proficient in the use of Word and Excel, and ability to interrogate financial systems.</p> <p>Experienced in the use of risk management systems to generate risk registers and risk reporting.</p>	Essential
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

Disclosure level

What disclosure level is required for this post?	Basic DBS	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?	Fixed	Hybrid	Field	Remote	Mobile
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