

Job Description

Service:	Corporate Resources
Job title:	Risk Manager
Grade:	G
Hours of work:	Full time
Responsible to:	Head of Democratic Services & Monitoring Officer
Responsible for	
Direct reports:	1
Indirect reports:	
Budget:	

Purpose of Post:

The role of the Strategic Risk Manager (SRM) is to develop and promote a risk management culture within Huntingdonshire District Council (HDC) as part of its internal governance and assurance processes.

The Council's Risk Management Strategy defines how the Council will identify, quantify and mitigate risks across its services. This strategy is only effective when managers understand it and know how it impacts and influences their work. The SRM will work with managers to develop this understanding, to create the training collateral to promote and maintain this, and the tools required to support effective reporting and review of the organisation's risks.

The outputs of the risk register inform the annual activities of the Internal Audit team; the SRM is expected to work closely with Internal Audit to enable them to use the risk registers to identify the mitigating controls to be verified and assess the resulting weak points.

The SRM will be responsible for the Risk and Controls Officer and will provide guidance and training to facilitate their ability to maintain the risk service moving forwards.

To ensure successful delivery of services through the effective performance management of the insurance and risk managements arrangements for the Council, setting ambitious and challenging targets, identifying priorities, creating a culture of innovation and excellence, whilst tackling under-performance effectively.

Key Deliverables:

- Create a risk management training programme with accompanying materials and collateral that can be used across the organisation to embed risk management knowledge and culture. Deliver training sessions to all service managers to ensure they all know how risk management operates in the organisation, how it influences their work, how they recognise and quantify risk and how to identify actions that can mitigate the risk.
- Oversee migration of the existing Risk Management software to the new version, including training to users.
- Create a program of review for existing risks with managers to ensure these are appropriate and mitigating actions are relevant.
- Ensure the organisation is compliant with its Risk Management strategy, provide strategic dynamic advice to ensure the organisation retains a robust but critically a proportionate attitude toward risk management and recommend improvements, if necessary to Senior Management and the Corporate Governance Committee.
- Develop a suite of reports to inform the organisation, both Officers and Members, of its risks and how these are managed.
- Develop the knowledge and skills of the existing Risk & Controls Officer so that they are able to act as a “risk business partner” to the organisation, providing support and insight to service managers as risk management is developed further.
- Provide updates to Senior Leadership Team and Corporate Governance Committee on risk management progress.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<ul style="list-style-type: none"> – Regulatory and risk management knowledge: Solid understanding in the areas of risk management, compliance and professional ethics (E). – Bachelor's Degree (or equivalent experience) (E). – 2 "A" Levels (or equivalent) (E).
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<ul style="list-style-type: none"> – Demonstrable experience promoting a culture of continuous quality improvement and significant understanding of quality and risk management, controls, their application in the workplace and operating effectiveness (E). – Experience of operational management, people management, working in a regulated environment, introduction of a new quality and/or risk management function and an understanding of the principles and practice of risk management (E). – Risk management system experience, including creating appropriate structures for risk collation, and developing insightful reporting (E).
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<ul style="list-style-type: none"> – Strong written and verbal communication skills coupled with excellent interpersonal skills; a confident communicator, strong organisation, team player and able to research and resolve technical challenges (E). – The ability to develop ideas, challenging the status quo as appropriate and consult with others to produce viable solutions (E). – Excellent analytical and reporting skills (D).
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<ul style="list-style-type: none"> – Decision making will be determined by the Risk Management Strategy and ensuring the organisation complies with this.

<p>Communication with Internal and External Customers</p> <p>What customers the applicant would be in contact with in the job</p>	<p>Internal customer contact 90%</p> <p>External customer contact 10%</p>
<p>Personal Attributes and Other Requirements</p> <p>In this section please list any other qualities you are looking for from the applicant</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<ul style="list-style-type: none"> – Able to work at all levels of the organisation. – Be a good team worker demonstrating loyalty and commitment to the organisation and team members.
<p>HDC values</p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.