

Risk & Assurance Officer

Grade

F

Director of Governance & Risk



Head of Risk & Assurance



Risk & Assurance Officer



No Direct Reports

Department

Governance & Assurance



Risk & Assurance

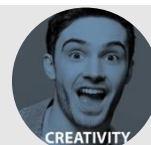
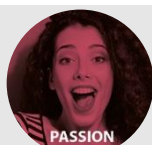
Role Overview

Support the delivery, maintenance and operation of the Risk and Assurance Framework across Your Housing Group by ensuring that risks are effectively identified and managed by teams, reported appropriately and that the internal audit service is deployed effectively to provide assurance of controls. Support the wider business in business continuity and other resilience planning arrangements.

RESPONSIBILITIES

- Maintain positive and effective working relationships with senior managers and staff to enable effective communication, problem-solving, and a supportive environment to ensure effective risk management arrangements are in place which support the development of a positive and proactive risk management culture.
- Support in implementing the Group's Risk Management Strategy, supporting and challenging managers across the business to identify and manage the risks arising from their areas of responsibility.
- Apply analytical reasoning to assist managers to risk rate outcomes and determine the level of impact and probability, ensuring consistency across the business.
- Advise and support colleagues on risk and assurance, educating the wider business functions about activities such as mitigating risks and incidents and reviewing control effectiveness.
- Apply knowledge of the wider political, economic and regulatory environment and use internal data arising from incidents, insurance claims and service failures to identify new and emerging risks.
- Work closely with the wider Governance and Assurance team, to ensure identified risks and incidents are effectively escalated.
- Support the delivery of assurance through the development of assurance maps and the assessment of lines of defence.

Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

- Support in the management of the outsourced internal audit plan. Liaise with internal audit partners, arrange appointments, manage reporting process, and ensure timely and appropriate responses to audit.
- Maintain the recommendation tracker, ensure all recommendations are completed within the timescales and produce reports on the status of recommendation at agreed intervals to be presented with in the governance structure.
- Support in developing the Group business continuity plan.
- Support providing information required to ensure that there is an awareness of new and emerging risks and they are insured where appropriate.
- Support with identifying and achieving value for money improvement within the Governance and assurance functions.
- Undertake additional duties appropriate to the role and/or grade.

STRENGTHS

- Ability to effectively multi-task, maintaining accuracy and attention to detail
- Positive “can do” attitude and pragmatic approach to problem solving.
- Excellent analytical skills, maintaining accuracy/attention to detail, effective time management with ability to work under pressure to meet deadlines
- Ability to work as part of a team and also independently, using own initiative

ESSENTIAL REQUIREMENTS

- ✓ IT literate (Microsoft Office, Outlook, Word and Excel) at intermediate level
- ✓ Making a significant proactive contribution to the development of the internal control environment and associated procedures and processes
- ✓ Experience in a Risk or/and Assurance role, including audit and Risk Management exposure
- ✓ GCSE Maths and English (or equivalent)

BENEFICIAL TO THE ROLE

- ✓ Knowledge of risk identification techniques
- ✓ Experience in facilitating risk workshops
- ✓ Degree (or equivalent)
- ✓ An understanding of assurance activities and their role in improving the internal control environment
- ✓ A Levels (or equivalent)

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