

## ROLE PROFILE

<b>Job Title:</b> Risk & Assurance Officer	<b>Role Reports to:</b> Risk & Assurance Manager	<b>Business Function:</b> Governance & Assurance	<b>Grade:</b> F
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<b>Job Purpose:</b>  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	<b>Key Competencies:</b> <ul style="list-style-type: none"> <li>• Flexibility &amp; Resilience</li> <li>• Meeting Customer Needs</li> <li>• Interpersonal Understanding</li> <li>• Results Focus</li> <li>• Building Relationships</li> <li>• Personal Learning &amp; Growth</li> <li>• Gathering &amp; Seeking information</li> </ul>
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### **Key Responsibilities:**

1. 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.
2. Support the Risk and Assurance Manager 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.
3. Apply analytical reasoning to assist managers to risk rate outcomes and determine the level of impact and probability, ensuring consistency across the business.
4. 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.
5. 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.
6. Work closely with the wider Governance and Assurance team, to ensure identified risks and incidents are effectively escalated.
7. Support the delivery of assurance through the development of assurance maps and the assessment of lines of defence.
8. Support the Risk and Assurance Manager 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.
9. Maintain the recommendation tracker, ensure all recommendations are completed within the times scales and produce reports on the status of recommendation at agreed intervals to be presented with in the governance structure.
10. Support the Risk and Assurance Manager in developing the Group business continuity plan.
11. Support the Group Insurance Manager, providing information where required to ensure that there is an awareness of new and emerging risks and they are insured where appropriate.
12. Support the Risk and Assurance Manager to identify and achieve value for money improvement within the Governance and assurance functions.
13. Undertake additional duties appropriate to the role and/or grade.

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• IT literate (Microsoft Office, Outlook, Word and Excel) at intermediate level.</li> <li>• Making a significant proactive contribution to the development of the internal control environment and associated procedures and processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of risk identification techniques</li> <li>• An understanding of assurance activities and their role in improving the internal control environment.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent analytical skills, maintaining accuracy/attention to detail, effective time management with ability to work under pressure to meet deadlines.</li> <li>• Ability to effectively multi-task, maintaining accuracy and attention to detail.</li> <li>• Ability to work as part of a team and also independently, using own initiative</li> <li>• positive “can do” attitude and pragmatic approach to problem solving.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in facilitating risk workshops.</li> <li>• Knowledge of risk identification techniques.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a Risk or/and Assurance role, including audit and Risk Management exposure.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in facilitating risk workshops.</li> </ul>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• A Level or equivalent</li> <li>• Degree level or equivalent</li> </ul>

<b>People Management Responsibility?</b>	No line management responsibility
<b>Budgetary Responsibility?</b>	No budgetary responsibility
<b>Key Relationships (internal/external)</b>	Risk & Assurance Manager, Group Insurance Manager, Company Secretary, Governance Team and senior managers within allocated areas of the business.

#### **Safeguarding of Children Young people and Vulnerable Adults**

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

#### **Key Role Performance Indicators**

1. All queries to Audit & Risk mailbox to be responded to on a timely basis (72 hours).
2. All Risk and Assurance queries to be responded to on a timely basis (72 hours).
3. To have a completed assurance map within your designated area.
4. All risks within your area to be up to date, content to be in line with risk & assurance framework.
5. Ensure supporting documentation required for leadership team/committee reporting is presented to the Risk & Assurance Administrator (one working day prior to RAM deadline)

<b>Date Role Profile Created/Updated:</b>	<b>January 2019</b>
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