

ROLE PROFILE – Risk Officer

Risk and Management Information

Career Framework: Policy & Advisory
Level 4 – G

Role Purpose:

To provide quality and timely risk management advice and assurance on the management of risk and control and the adequacy of the internal control environment at all levels of the organisation. This will include conducting risk based assurance reviews over key areas of risk, regulation and control and by challenging the approach adopted by the business.

The role holder will help the business drive through improvements, ensure that risk management and risk controls relating to core processes and systems are operating effectively and efficiently and continue to support delivery of effective regulatory functions.

Outcomes:

- Support the Risk Management function in the planning, scoping and delivery of Risk management activities across the organisation.
- Contribute to the development of Risk Management Policies and Procedures.
- Provide guidance and support to the business in managing their risks in line with risk appetite and in accordance with Policy
- Act as the day to day contact for the business on Risk Assurance matters and advice the business on the development and maintenance of process and control documentation through independent assurance activities of key risks and controls.
- Share best practice to drive improvements in risk management and risk control across all areas of the business.
- Maintain the Risk Assurance Framework to ensure it meets the needs of the business and reflects good business practice consistent with regulatory requirements.
- Undertake risk assurance reviews of key areas of risk, regulation and control to the required standards and deadlines. Plan, fieldwork and report writing stages and for proposing recommendations for improvement actions.
- Ensure all risk assurance findings and recommendations are accurately recorded on the risk management system and that they are followed through to ensure completion in a timely manner.
- Escalate material risks or control issues identified in line with escalation guidelines.
- Contribute to the production of the Risk Reporting packs and provide commentary on Risk Assurance activity.
- Develop a good working knowledge of SRA practice and procedures.
- Providing clear direction and communicate appropriate and consistent messages across the team.
- Set clear and appropriate individual performance goals. Proactively seek feedback on own performance and take action to

develop own capabilities.

Knowledge, Skills & Experience:

Essential

- Relevant Risk Management experience including risk identification, assessment, control, monitoring and reporting.
- Confident in presenting information to key stakeholders
- Good IT and Project Management skills
- Able to exercise consistent judgement in the application of risk and control standards;
- Excellent written and verbal communication skills;
- Ability to influence others and gain their commitment and enthusiasm;
- Able to work well under pressure, assess workload priorities and consistently meet targets in a timely manner; and
- Report writing, problem solving and analytical skills

Desirable

- Practical knowledge of working in a regulatory environment
- Knowledge of Risk assurance/ Internal Control Frameworks and Methodologies
- Experience of Assurance & Monitoring and /or Internal Audit