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| Last updated: | January 2024 |

**JOB DESCRIPTION**

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| Post title: | **Director Organisational Risk Management** | | |
| School/Department: | Professional Services / Legal, Corporate & Information Governance | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 7 |
| Posts responsible to: | Executive Director Governance, Legal Services and Strategy Implementation | | |
| Posts responsible for: | Head Insurance Services  Risk and Resilience Officer  Senior Administrator | | |
| Post base: | Hybrid with Minimum 20% office-based | | |

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| Job purpose |
| Develop the University’s risk and resilience strategy and drive its implementation by providing oversight of all related matters and influencing the direction and profile of risk management across the University.  Advocate for robust risk management, influencing and advising Executive decision makers on the University’s risk and business continuity programmes.  Provide evidence-based assessment to the Audit and Risk Committee to enable it to assure Council that the University has effective arrangements for risk management. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Develop an organisational structure and team to lead and embed the desired risk culture. Lead the team to influence and implement the University’s adoption of a comprehensive, consistent, and collaborative approach to risk. | 20% |
|  | Own the risk management policy and framework that defines the relevant accountabilities and methodologies to deliver the efficient and effective governance of risks. | 20% |
|  | Provide a check and challenge function to ensure operational risks and the strategic risk register are relevant and robust and suitably aligned to strategic planning. | 15% |
|  | Develop and implement the Resilience Strategy (business continuity, crises management and incident response) to ensure the University can operate without disruption, minimising losses when risks crystalise. | 15% |
|  | Proactively plan, prepare, and test the effectiveness of the University’s Crises Management Plan to ensure the effective response to incidents and threats. | 15% |
|  | Deliver a comprehensive risk reporting protocol for evaluating performance, strategy, and efficacy of controls. | 10% |
|  | Horizon scan to keep abreast of national/sector developments to inform the University’s risk strategy. | 5% |

| Internal and external relationships |
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| * Members of the Risk and Resilience Team. * Executive Directors of Professional Services. * The risk owners of the University’s high-level risk register. This includes the Executive sponsors of the strategic plans that underpin the University’s Strategy, the Deans and University Executive Board. * The Chairs of relevant Committees, including Council’s Audit and Risk Committee, and working groups. * External customers, suppliers and advisors including auditors and regulators. * Relevant third parties, including industry fora and peers, to source information and best practice to deliver continued improvement of the University’s Risk Management Strategy. * Secretary to the University Business Continuity Planning Group * The leads for compliance across the University’s triple helix of Education, Research, KEE and People to ensure the University’s Risk Management Strategy captures and provides a joined-up response to these risks. |

| Special Requirements |
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| * A professional Risk Manager who inspires others on the value of risk management. * A leader, with excellent liaison and facilitation skills, who brings together the diversity of stakeholders and opinions to deliver positive outcomes and continued improvement. * A strategist and enabler, who can think outside the box and see the bigger picture to envision risk and problem solve and develop creative solutions in line with the University’s overall vision and Strategy. * Self-sufficient and capable of working under pressure with a minimum of guidance. * High level of professional integrity who upholds and lives the values of the organisation. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge, and experience | Degree or equivalent  Able to demonstrable significant work experience in a senior risk role.  Technical Specialist Member (SIRM) or above of the Institute of Risk Management or equivalent.  Advanced level of knowledge and application including a thorough knowledge of:   * ISO 31000 and other relevant standards. * Risk assessment, treatment and governance arrangements including risk appetite. * Implementing risk strategies in large, multi-faceted organisations. | Experience within the higher education sector. | CV & interview |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of the University policy. | Experience of successful project management. | CV & interview |
| Problem solving and initiative | Able to anticipate risk management at a national and international level.  Acts as the organisation’s competent advisor / coach for risk management  Able to understand long-standing and complex problems and to apply professional knowledge and experience to develop practical solutions. | Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University. | CV & interview |
| Management and teamwork | An inspirational leadership that motivates and empowers people to fulfil their objectives.  Builds capacity, facilitating others to achieve positive outcomes.  Adopts a collaborative and partnering approach, engaging with relevant parties to deliver results.  Able to work proactively with colleagues in other work areas to achieve outcomes.  Able to delegate effectively, understanding the strengths and weaknesses of team members to build effective teamwork. |  | CV & interview |
| Communicating and influencing | Operates with influence and impact, inspiring others to understand the value of risk management.  An innovator and catalyst, striving to lead the development of creative solutions.  Excellent communicator, both written and spoken.  Able to provide accurate and timely specialist guidance on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain co-operation.  Excellent liaison and facilitation skills to bring together diversity of opinions and stakeholders to deliver effective solutions. |  | CV & interview |
| Other skills and behaviours | Has courage and confidence, able to stand by their convictions despite adversity.  Has a high level of integrity, ethics and values that uphold the values of the university and higher education sector.  High level of IT proficiency including data entry and MS Office.  Able to work proactively and uses initiative to obtain information where required to exercise decisions whilst recognising escalation points and reporting effectively. | Institutional knowledge and background of working in a Higher Education environment. | CV & interview |
| Special requirements | Must be self-sufficient and capable of working with a minimum of guidance, able to work to deadlines and under pressure within a team environment and actively obtain information from internal and external parties when required.  Willingness to work non-standard hours to fulfil role. |  | CV & interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (ego: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles (e.g.: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (e.g.f: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (e.g.: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |