

# Job Description



<b>Job Title:</b> Corporate Risk Manager	<b>Service Area:</b> Counter Fraud Team	
<b>Directorate:</b> Resources	<b>Post Number:</b> Fusion	<b>Evaluation Number:</b> 7307
<b>Grade: PO5</b>	<b>Date last updated:</b> July 2024	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

The Corporate Risk Manager is responsible for promoting a positive risk management culture within the Council and facilitating the effective implementation of the council's risk management framework, including policy, strategy, standards, delivery assurance and reporting mechanisms. The Corporate Risk Manager will report to the Head of Counter Fraud, but as the lead for risk management the postholder will work under their own initiative to ensure that risk management is effective and integrated into strategic decision-making and to improve risk maturity across the authority.

The Corporate Risk Manager will work alongside key stakeholders to support the ongoing maintenance of the Corporate Risk Register and directorate, service and project-level risk registers; facilitate the Council's Corporate Risk Group; and develop and deliver training, advice and support to officers engaging in risk management processes. The Corporate Risk Manager will lead a programme of risk assurance work to review and challenge individual risks on the Corporate Risk Register; provide an independent assurance over the control of the risk; and support the development of action plans to strengthen the management of risk.

## **Job Context**

1. The post holder reports to the Head of Counter Fraud

## **Key Tasks and Accountabilities:**

*Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.*

To undertake all responsibilities listed below:

- Managing the development, maintenance and update of the Council's Risk Management Policy, Toolkit and supporting documents, including risk appetites, matrices and tolerances;
- Managing the development and implementation of the Council's Risk Management Strategy;
- Acting as a key advisor to senior managers and stakeholders across the organisation on all elements of the risk management process and framework, providing both support and challenge as appropriate and championing a proactive risk management culture;
- Supporting stakeholders to ensure the continuous identification of new and emerging risks; organisation-wide alignment of risk approaches enabling consistent escalation / de-escalation of risk; and effective monitoring and management of risk;
- Developing a comprehensive understanding of key organisational risks by correlating various sources of intelligence and assurance; collaborating with colleagues involved in specialist risk and assurance activities across the organisation to share intelligence and proactively manage risk; and ensuring that risk management is integrated into strategic decision-making;
- Performing risk assurance reviews across areas of the organisation considering how effectively the Council's risks are being managed and controlled and identifying recommendations to improve control of risk;
- Consider best practice, central government policy and legislative requirements;
- Owning and administering the Council's corporate risk management system(s), advising on the development of systems and supporting staff to access and use risk management systems effectively.

- To undertake the drafting and support the presentation of reporting to senior management, the Council's Strategy & Resources Committee and Audit & Accounts Committee, including responding effectively to questions and queries; and to draft, present and implement updates to risk management policies, procedures and strategy.
- To develop, implement and deliver a risk management training and development programme for the Council, including and the development of eLearning on risk management and the direct delivery of risk workshops and formal and informal training for officers and members both in groups and 1:1. To facilitate the Council's Corporate Risk Group and other risk-focused workshops or groups as appropriate to build risk management knowledge, skills and capacity across the organisation.
- As part of the Internal Audit & Risk Management Service management team, to support the operational management and service development/improvement of the Internal Audit and Risk Management Service.. Where appropriate, the postholder will contribute towards other key responsibilities of the Internal Audit & Risk Management team.
- To be and remain up-to-date on best practice in risk management, with a focus on the local government sector.
- To represent the Internal Audit & Risk Management team within and outside LBN, including working with partner organisations, Council services and other experts and assurance functions as appropriate, to design and maintain mechanisms for assessing effectiveness of the risk control framework for key organisational (including project / programme and change) risks.

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
<b>KNOWLEDGE &amp; EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>Comprehensive and in-depth knowledge, familiarity with and enthusiastic interest in Risk Management.</li> </ul>	Application and Interview
<ul style="list-style-type: none"> <li>Good knowledge of the principles and application of risk management at strategic, project / programme and operational levels and how it contributes to effective corporate governance. Knowledge of the use of risk management frameworks, strategies, and techniques including risk identification, analysis, evaluation and reporting.</li> </ul>	Application and Interview
<ul style="list-style-type: none"> <li>Demonstrate understanding of how Risk Management</li> </ul>	Application and Interview

<p>should operate in a large, complex and diverse environment.</p> <ul style="list-style-type: none"> <li>• Up-to-date working knowledge of best practice standards relating to risk management, including HM Government's 'Orange Book'.</li> <li>• Commitment to lifelong learning and able to demonstrate continuous professional development in the risk management field.</li> <li>• Knowledge and thorough understanding of local government current and emerging risks in the strategic and operational context in which they operate and affect service delivery.</li> <li>• Good awareness and understanding of project management processes and best practice.</li> <li>• Significant risk management experience, ideally have worked in a local authority or similar public sector organisation.</li> <li>• Experience of developing and implementing risk management policy, frameworks and processes in a large and complex organisation.</li> <li>• Experience delivering risk management training, presentations and workshops.</li> <li>• Self-motivated, demonstrable experience of using own initiative and delivering work within tight timescales and meeting performance targets.</li> <li>• Experience of working alone and as part of a team</li> <li>• Experience of promoting, developing and maintaining effective working relationships with a diverse range of stakeholders (both internal and external) with the ability to manage and resolve conflict, meeting challenging deadlines and delivering under pressure.</li> <li>• Extensive experience of working with stakeholders to highlight areas of concern and agree actions to address risk areas, and supporting managers to implement risk mitigation and improve control.</li> <li>• Demonstrable experience of managing and supervising staff, including quality control and people management. Experience of resource planning and allocation.</li> <li>• Demonstrable experience of delivering work in line with team policies/procedures and of working in a systematic, methodical way to achieve corporate</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
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<p>reporting timelines.</p> <ul style="list-style-type: none"> <li>• Experience of monitoring quality and performance and achieving set goals and objectives.</li> <li>• Experience of writing reports for senior leadership</li> <li>• Experience of internal audit, governance, compliance, quality assurance, project management, or other related disciplines highly desirable.</li> <li>• Experience of working sensitively in a political environment and developing public reports.</li> <li>• Experienced in the use of risk management systems to generate risk registers and risk reporting.</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• An appropriate risk management qualification such as Certificate Member or Certified Member of the Institute of Risk Management.</li> <li>• Degree level education or equivalent Level 4 qualification</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills both written and verbal, in particular, strong influencing, negotiation and diplomacy skills.</li> <li>• Ability to produce clear, constructive and well-presented reports summarising complex risk environments in a balanced way; ability to explain risk management concepts to various stakeholders</li> <li>• Aptitude in developing constructive working relationships; customer focussed in delivering work assigned and in responding to ad hoc queries.</li> <li>• Ability to work confidently and facilitate discussions with managers at all levels within the Council; able to raise areas of concern about risks, systems and processes with confidence to senior managers; and able to challenge managers and officers where necessary.</li> <li>• Skilled at developing and delivering training and giving presentations.</li> <li>• Capacity to assess, develop and train others.</li> <li>• Ability to enthuse others about the importance of risk management.</li> </ul>	<p>Application and Interview</p> <p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Strong decision-making skills and the ability to exercise sound judgement and think strategically to develop a mature risk management environment and culture.</li> <li>• Ability to understand complex and sensitive issues and provide sound, professional and reliable advice on risk management across a complex organisation.</li> <li>• Exercising expert judgement to accurately present risk information and highlight key issues to support strategic decision-making with multiple variables and uncertainties.</li> <li>• Strong numeracy skills and comfortable operating with large amounts of data.</li> <li>• Microsoft Office knowledge. Proficient in the use of Word and Excel, and ability to interrogate financial systems.</li> <li>• Strong planning and organisational skills, managing time effectively and proactively. Ability to cope with demanding workloads by prioritising and delegating work effectively to consistently meet tight deadlines.</li> <li>• Ability to identify key risks to the achievement of organisational and service objectives and scope effective work plans to assess how risks are managed and controlled.</li> <li>• Able to display an understanding of and commitment to the Council's Equal Opportunities policy in overview and in practice.</li> </ul>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <ul style="list-style-type: none"> <li>• Professional resilience.</li> <li>• Works productively under high pressure, maintaining a positive outlook.</li> <li>• Ability to work as part of a multi-disciplinary team.</li> <li>• Team player with strong face to face and non-face to face communication skills.</li> </ul>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>